



Fiscal Year 2002

Executive Office for Weed and Seed Program Guide and Application Kit

Continuation Sites

U.S. Department of Justice
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U.S. Department of Justice

Office of Justice Programs

Executive Office for Weed and Seed

Washington, D.C. 20531

February 2002

Dear Applicant:

Enclosed is the Fiscal Year 2002 Executive Office for Weed and Seed (EOWS) Program Guide and Application Kit for Continuation Funding. Your site is invited to use the guidelines in this kit to apply for continued funding.

Please review these guidelines thoroughly and carefully plan to invest your Weed and Seed funding for maximum impact in your community. EOWS recognizes that the funds you receive under the Weed and Seed program will never provide for all the public safety related needs of your sites. However, we encourage you to use Weed and Seed application and planning process to work with your Steering Committee and coalition partners to improve collaboration, leverage other available federal, state, and local resources, and then fill gaps in public safety related needs.

In 2002, EOWS will work closely with sites to help you identify and benefit from funding and training available from other government agencies, as well as the private sector, for the "seeding" related needs of your communities. This will allow you to use EOWS and other Department of Justice funding for its intended "weeding" purposes—to help meet your law enforcement and community policing needs.

Another important focus for 2002 will be helping sites plan for sustainability. EOWS funds are intended to help communities develop sound Weed and Seed strategies, implement an effective, coordinated program, and leverage additional federal, state, and local support to sustain your Weed and Seed program over the long term. I strongly encourage you to begin now to build this long-term capacity into your programs.

Please carefully follow the directions for applying for 2002 Weed and Seed funding. **All applications must be submitted electronically.** If you have questions regarding the Application Kit or the application process, please call your program manager at (202) 616-1152.

Thank you for your continued involvement in Weed and Seed and for all you are doing to improve the safety and quality of life in your communities.

Sincerely,

Robert M. Samuels
Acting Director

Enclosure

cc: U.S. Attorney
Law Enforcement Agency Partner

FY 2002 Weed and Seed Continuation Application Checklist

For FY 2002, applications for Weed and Seed funding will have the following two components, both of which must be submitted:

- 1) All applications must be submitted electronically through the Grants Management System (GMS) at <http://grants.ojp.usdoj.gov/>. For further information on GMS, see Section V of this document, Application Submission Detailed Guidance, and the GMS Application Procedures Handbook at <http://www.ojp.usdoj.gov/fundopps.htm>
- 2) Submission of a back-up copy of the application and other required documents must be sent via Federal Express or other private carrier only (not U.S. Mail) to EOWS. Details of submission requirements are summarized in this checklist and described at greater length in this document.

1. **Your GMS online application must include :**

- ☐ An Application for Federal Assistance (Standard Form 424).
- ☐ The name of the authorizing official on the Assurances and Certifications screen. The authorizing official must review the Assurances and Certifications forms in their entirety.
- ☐ A "Budget Detail Worksheet" file. (Attach budget details **and** budget narrative together)
- ☐ A "Program Narrative" file. (Attach text of Certification Statement)
- ☐ An "Other Program Attachments" file that will include the following:
 - ☐ A 1- to 2-page summary of your site's Weed and Seed strategy organized as follows :
 - Site Name (City, State)
 - Background: Designated Area; Steering Committee
 - Strategy Objectives and Activities: Law Enforcement; Community Policing; Prevention/Intervention/Treatment (Including Safe Havens); and Neighborhood Restoration
 - Special Initiatives/Notable Programs
 - Evaluations Completed or Underway/Evaluation Plans(Each main heading should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt., Times New Roman font)
 - ☐ A 6-sentence summary of your Weed and Seed strategy .
One sentence each stating: 1) when the site was initiated, 2) whether and how the initial target area has been expanded, 3) overall law enforcement strategy, 4) overall community policing strategy, 5) overall prevention/intervention/treatment strategy, and 6) overall neighborhood restoration strategy.
 - ☐ The National Directory Update of site contact information (the format attached herein identifies which contacts to include—applicants do not have to replicate this exact graphical format).

Please note that you must upload one file per attachment. Only the last file uploaded to the appropriate attachment will be saved as a part of the application. Thus, if you do not assemble and attach the 1-2 page summary, 6-sentence summary, and National Directory Update as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches the 1-2 page summary and subsequently attaches the 6-sentence summary as a separate file, we will only receive the 6-sentence summary.

2. Fax the following required documents :

The following documents are not included on line in GMS and must be faxed to OJP to be attached to your on-line application. The documents must be faxed to (202) 354-4147. **Important:** Please include your GMS application number on each page of each document. If these documents are available electronically, please include them within your “Program Narrative” file.

Commitment to avoid duplication of local spending (Letter of Non-supplanting)
Government Performance and Results Act (GPRA) Forms
Financial Capability Questionnaire, if applicable
Indirect Cost Agreements, if applicable

3. Please submit the following items via paper (an original and 3 unbound copies):

- ☐ A copy (for back-up) of the GMS SF-424 and attachments that you have submitted electronically. The GMS Application Handbook (screen AP-13) provides a “Print a copy” feature for the GMS SF-424.
- ☐ **A SEPARATE LETTER OF COMMITMENT SIGNED BY THE U.S. ATTORNEY**. This letter should also specify the Federal law enforcement agencies that participated in developing the law enforcement strategy for the site. (This letter replaces the U.S. Attorney’s signature on the Certification Statement required in prior years.)
- ☐ The signed original Certification Statement for Weed and Seed Sites (signed by the grantee).
- ☐ The Government Performance and Results Act (GPRA) submission required with your application (forms appear in Attachment 6).
- ☐ A map depicting the street boundaries of the designated area(s), if possible, on 8 ½ inch x 11 inch paper; a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s)

The deadline for the on-line GMS application (along with GMS Fax-line submissions) for grant funds AND the paper submission (Federal Express shipping date) is:

A) For sites in Group A: Tuesday, April 30, 2002

B) For sites in Group B: Friday, May 31, 2002

Address the Federal Express submission to:

Executive Office for Weed and Seed
810 Seventh Street, N.W.
Washington, D.C. 20001 (please use this zip code for all FedEx)

Help: For help concerning the submission of this application you may:

- Call the OJP/GMS helpline at (888) 549-9901
- Consult the OJP website at <http://www.ojp.usdoj.gov/fundopps.htm>.
- Call your site’s program manager, who can be reached at (202) 616-1152.
- Concerning financial management questions, call the Office of the Comptroller (OC) Customer Service Center at (800) 458-0786; or via e-mail at askoc@ojp.usdoj.gov.

Fiscal Year 2002 Executive Office for Weed and Seed
Program Guide and Application Kit
For Continuation Sites

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I. WEED AND SEED POLICY UPDATE

Introduction

This document describes the program requirements and provides the information needed to apply for FY 2002 continuation funding under Operation Weed and Seed. Administered by the Executive Office for Weed and Seed (EOWS), Office of Justice Programs (OJP), U.S. Department of Justice, Operation Weed and Seed is a community-based initiative that encompasses an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.

The Weed and Seed Strategy

Operation Weed and Seed is foremost a strategy—rather than a grant program—that aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in designated high-crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to a few square miles.

The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in “weeding out” violent crime and drug abuse; and “seeding” brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization.

A community-oriented policing component bridges the weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources.

The Role of the U.S. Attorney

At each site, the United States Attorney plays a central role in organizing the Steering Committee and bringing together communities with other Weed and Seed participants. The U.S. Attorney’s Office provides leadership in joint law

enforcement operation planning and implementation, and ongoing involvement in the Steering Committee and other activities. The U.S. Attorney’s role includes but is not limited to: 1) decision on approval of an application for Official Recognition of a site; 2) submission of the U.S. Attorney Letter of Commitment; and 3) approval of requests to use the U.S. Attorneys’ Fund for Weed and Seed activities.

Major New Emphases for FY 2002

1. New Official Recognition Policies. Beginning in FY 2002, Official Recognition will be valid for 5 calendar years after it is given. To be eligible for funding in FY 2003, all sites that received Official Recognition prior to May 31, 1998 (equal to 5 calendar years prior to May 31, 2003), will be required to submit a Letter of Intent to develop a new application for Official Recognition by August 31, 2002, and the full new application for Official Recognition by October 31, 2002. To be re-certified, sites must have resolved all previous audit findings by the Office of the Comptroller.

In developing their new Official Recognition submissions, sites are required to replicate the Weed and Seed strategy in a significantly new area or areas of their jurisdiction. At least 75 percent of the Weed and Seed grant must be used for activities in the new area.

2. Background Screening Requirements. Sites must develop written protocols on Background Screening for Staff Working with Children within 90 days of acceptance of the FY 2002 award. Guidance on this is provided below.

3. U.S. Attorney Statement of Support for a Weed and Seed Strategy. U.S. Attorneys no longer will be asked to sign the Certification Statement that is part of the grant application. Instead, U.S. Attorneys are asked to submit a letter of commitment annually by the due date of the application. This letter should indicate whether Federal law enforcement agencies have

participated in developing and implementing the site's Weed and Seed strategy.

Without this letter, a Weed and Seed funding application will be considered ineligible.

4. New Statement of Balance Between Weeding and Seeding Funds. At least 50 percent of the "total award" (e.g., at least \$112,500 of \$225,000) must be used to support weeding activities, including community policing. The same principle applies regardless of the total size of the award.

5. New Guidance is Provided on Law Enforcement Expenditures. Suggestions for the consideration of sites are provided to help in the development of law enforcement budgets.

6. New Funding is Available for Pilot Local Evaluation Projects. Sites ready to implement a local evaluation are eligible to request up to \$25,000 for this purpose. Given the limit on available resources, no more than 20 of these pilot projects will be funded in FY 2002. Further details on this pilot effort are provided below.

7. All funded Weed and Seed Sites Must File GPRA Reports Every Year. To remain in good standing, ALL funded Weed and Seed sites must file Government Performance and Results Act (GPRA) reports every year. GPRA requirements are discussed below.

8. Sites are invited to apply for funding, subject to the availability of funds, to fight crime and drugs in public, Indian, and federally-assisted housing. Sites are invited to apply for up to an additional, one-time \$50,000 to assist in the investigation, prosecution, and prevention of violent crimes and drug offenses in public and federally assisted low-income housing, including Indian housing. Further information on this effort is provided below.

Continuing Policies for FY 2002

Continuation sites are offered funding to maintain their best programs and share their

experience with other sites through regional networking, other peer-to-peer training, and regional and national Weed and Seed training efforts. Funding is a tool for local leadership in developing and implementing the Weed and Seed strategy through leveraging and building long-term relationships.

FY 2002 EOWS funding decisions will be based on a consideration of the cycle of awards made to the site (generally, a site will only get one award per fiscal year), sites' unobligated balances of DOJ funds from prior awards, and sites' compliance with the requirements and conditions of this solicitation, past awards, and all OJP reporting requirements.

FY 2002 funding is offered for the purpose of assisting sites in the implementation of their approved Weed and Seed strategies. General guidance is provided in the *Executive Office for Weed and Seed Implementation Manual*.

Requests for changes to the approved strategy and designated area need to be submitted by the Weed and Seed Steering Committee to EOWS for approval by the Director.

EOWS requires that each site have an overall Weed and Seed Coordinator. EOWS strongly recommends that the Coordinator be a full-time position, to be funded through reallocation of existing site resources and/or EOWS grant funds. For sustainability purposes, it will be necessary that prior to the conclusion of the grant period, this position be supported via existing resources other than the Weed and Seed grant.

Applicants are encouraged to invest FY 2002 funds in the improvement of their crime analysis and resource mapping capacity.

Each FY 2002 Weed and Seed site application is required to budget \$7,500 in grant funds for travel to EOWS-provided training and technical assistance. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.

Timely submission of required progress reports and financial status reports is essential. Award processing will be delayed and fund drawdowns may be withheld if the progress and financial status reports are missing or inadequate.

All sites are **required** to have internet capability to facilitate communication with EOWS and support other site activities, and may use grant funds for this purpose.

Sites that have not already done the following need to do so within 90 days of acceptance of the FY 2002 award by the grantee:

- The site's Steering Committee is **required** to adopt bylaws for its operations. Sample bylaws can be obtained via the EOWS website at www.ojp.usdoj.gov/eows/funding.htm or by calling your EOWS program manager at (202) 616-1152.
- Sites applying for grant funds to be used in a minigrant process are **required** to provide documentation of the procedures for award and management to be used in that process as part of

their application. Compliance with the requirements of the OJP Office of the Comptroller Financial Guide is required. Sample procedures can be obtained via the EOWS website at www.ojp.usdoj.gov/eows/funding.htm or by calling your program manager at (202) 616-1152.

Coordination With Other Resources

Sites' coordination should extend to related community development efforts, and Federal funding sources (e.g., Local Law Enforcement Block Grants, Byrne Formula Funds, Juvenile Justice Formula and Discretionary Funds, Asset Forfeiture Equitable Sharing, and COPS funds); as well as state, local, and private resources. In addition, U.S. Attorneys' offices can assist communities through "Weed and Seed" real property transfers. Coordination among Federal agencies can be facilitated through the Federal Executive Boards (website: www.feb.gov).

II. PROGRAM AND FUNDING GUIDANCE FOR WEED AND SEED SITES

Maintaining Best Programs and Providing Training

Sites are offered funds to maintain their best programs so that they can improve coordination in planning and implementing their own Weed and Seed strategy and serve as examples for other sites, including those developing their strategies. However, sites are expected to develop a sustainability strategy which involves the use of other existing local, state, and/or Federal resources to maintain these best programs after the life of the grant.

Sites are encouraged to host training for other

sites in a mutually acceptable manner--by hosting visits by members of new and developing sites seeking training; providing personnel who provide training at regional and/or national Weed and Seed training conferences; or by hosting training conferences to which other sites will be invited.

Each site will also be expected to provide training in the Weed and Seed strategy to other neighborhoods in its local area, upon request, to help those other neighborhoods to replicate the Weed and Seed strategy.

Safe Havens

Since Safe Havens are a key element of the Weed and Seed strategy, all sites are encouraged to have at least one Safe Haven. Sites must locate the safe haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is granted, the site's EOWS program manager will provide the site with the related accounting requirements. For additional guidance on Safe Havens, see the *Executive Office for Weed and Seed Implementation Manual*.

Background Screening Requirement for Staff Working with Children

Screening of people working with children is an important element of managing a Safe Haven and other youth-focused activities and is required by a special condition of the Weed and Seed grant.

Sites must develop and submit to their EOWS program manager the following written protocols within 90 days of acceptance of the FY 2002 award:

1) Basic Screening Minimum Standards for staff and volunteers, providing for:

- Written application and release form with signed statement.
- Reference checks with telephone contact.
- Comprehensive personal interviews.
- Check of criminal/sexual abuse record.

2) Supplemental Measures to be used as needed, including procedures to:

- Confirm educational status.
- Confirm licensing/certification status.
- Drug and alcohol testing.

3) Decision-making Guidelines, spelling out:

- Factors that determine the type and extent of screening needed, including the setting (supervision, number of people present, type of staff); worker/child contact (duration, frequency, contact type); special considerations (age, disabilities, state requirements/licences).
- Factors that may impact or limit certain types

of screening, including availability/accessibility of information, financial/human resources, immediate need, liability concerns, worker characteristics, etc.

-Management of obtained information.

For further guidance on developing and implementing the above protocols, see "Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support," published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in April 1988, NCJ 167248, which can be requested from OJJDP's Clearinghouse by calling (800) 638-8736.

Special Emphasis Initiatives

FY 2002 Weed and Seed Continuation Sites may apply for up to \$50,000 to implement targeted programs encompassing one or more of the following areas (described in greater detail in Attachment 2):

- A) Gun Law Enforcement
- B) Justice Innovations
- C) Neighborhood Restoration
- D) Anti-Gang Crime Initiative
- E) Anti-Drug/Alcohol Abuse Strategies
- F) Meth. Lab/Environmental Activities
- G) Victim Services
- H) Re-Entry Programs for Offenders
- I) Local Evaluation
- J) Seeding Specialty Programs (including Truancy Prevention, Conflict Resolution, Prevention Through the Arts, Mentoring, and Computer Learning Centers)
- K) Faith-Based/Community-Based Initiatives

The application budget must specify how the funds requested will be spent for each initiative area. A generic sample budget for a special emphasis initiative appears below. Sites should integrate these initiatives into their overall site strategy and budget, and support them with existing local, state, and other Federal resources, using the Weed and Seed funding only as a "gap-filler" until full, continuing funding can be developed by the site.

Accessing Technical Assistance and Training

Technical assistance and training for a site can be funded in one or more of the following ways:

- EOWS grant funds. Each FY 2002 Weed and Seed site application is required to budget \$7,500 in grant funds for travel to EOWS-provided training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.
- The site-driven training and technical assistance system will be continued for FY 2002. This program-wide system can be used to pay for site participant attendance at appropriate off-site training courses, as well as on-site technical assistance or training.
- A series of satellite broadcasts will also be aired.

These conferences, workshops, and broadcasts are designed to equip Weed and Seed sites with the tools to enhance the work they are doing on their strategies and to strengthen their communities.

Sites are also encouraged to take advantage of training supported by Federal grants, e.g., the training provided by the Regional Community Policing Institutes supported by the DOJ COPS Office (see website: www.usdoj.gov/cops/gpa/tta/rcpi/default.htm).

Sites with unmet training needs are encouraged to consult with their U.S. Attorney's Office liaison and/or their EOWS program manager.

Further information concerning technical assistance and training is on the Weed & Seed website: www.ojp.usdoj.gov/eows.

Evaluation

National Evaluation. Sites must agree to cooperate with any national evaluation under the auspices of DOJ during the course of the grant

period.

Local Evaluation. Sites are expected to perform the local evaluation required by earlier grant awards.

Weed and Seed funding for local evaluations is now available as a Special Emphasis Initiative option (see Attachment 2).

All sites are encouraged to develop an arrangement with an academic or analytic partner to analyze its crime problems and/or evaluate the site's strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs.

Technical assistance can be requested by sites under the site-driven technical assistance system to help plan for these local evaluations.

In addition, sites may call upon their state's Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

Other Resources for Local Evaluation.

Guidance on local evaluation can be obtained from the OJP Bureau of Justice Assistance Evaluation Website:
www.bja.evaluationwebsite.org.

**NEW OPPORTUNITIES FOR
ADDITIONAL FUNDING :**

1. Pilot Local Evaluation Program. Sites ready to implement a local evaluation are eligible to request up to \$25,000 for this purpose. Given the limit on available resources, no more than 20 of these pilot projects will be funded in FY 2002. **Sites applying for these additional funds must include a clearly identified section on this proposed activity as an addendum to their Weed and Seed application narrative (Certification Statement).** The addendum must address the following elements: 1) identifying and listing contact information for the evaluation

partner selected by the site, and 2) the proposed evaluation plan is submitted as an attachment to the FY 2002 grant application. EOWS will approve applications for this pilot program based on a review of these elements. Sites applying for this pilot program should include this additional amount in their budget and budget narrative as well as on the SF-424.

2. Sites are invited to apply for funding--subject to the availability of funds--to fight crime and drugs in public, Indian, and federally-assisted housing. Weed and Seed sites listed in this Application Kit are invited to apply for up to an additional, one-time \$50,000 to assist in the investigation, prosecution, and prevention of violent crimes and drug offenses in public and federally assisted low-income housing, including Indian housing.

Sites applying for these additional funds must include a clearly identified section on this proposed activity as an addendum to their Weed and Seed application narrative (Certification Statement). The addendum must address the following elements: 1) the identity and location of the public, Indian, and federally-assisted housing to be served with these additional funds; 2) the activities to be funded; and 3) how the results of these activities will be monitored and reported (through GPRA reporting, local evaluation, EOWS site monitoring, etc.). **NOTE:** Funding for this additional activity in public, Indian, and federally-assisted housing is not guaranteed and only will be granted subject to the availability of funds. Nonetheless, sites should include this additional amount in their budget and budget narrative as well as on the SF-424.

Sites Invited to Apply for FY 2002 Weed and Seed Continuation Funding

The following sites are invited to apply for FY 2002 Continuation funding. Applications are invited from the existing grantee organizations, unless otherwise noted. Applicants also must demonstrate that they continue to have the management and financial capability to implement effectively a project of this size and scope. In addition, sites must have cleared FY 2001 budgets before their FY 2002 applications will be processed. Following the list of sites are the amounts offered and guidance on key budget and program matters.

Group A: Applications from the following sites are due on April 30, 2002:

Please note that the Site ID number is merely an identifier. It is a randomly assigned number used in the newly developed EOWS site tracking database.

Group A			
STATE	CITY/COUNTY	SITE NAME	SITE ID
ALASKA	Anchorage	East Anchorage	8
ALABAMA	Huntsville	Huntsville	97
	Mobile	Mobile	134
	Montgomery	Montgomery	135
	Selma	Selma	207
ARIZONA	Phoenix	Garfield	163
	Phoenix	Sunnyslope	285
	South Tucson	South Tucson	212
	Winslow	Winslow	247
ARKANSAS	Texarkana	Texarkana	220
CALIFORNIA	Compton	Compton	48
	Sacramento	Sacramento	187
	Salinas	Salinas	194
	San Francisco	San Francisco	199
	San Jose	Washington Area	201
	Santa Ana	Area #1: Southcoast District	202
	Santa Ana	Area #2: SE District/Minnie St.	203
	Santa Maria	Santa Maria	286
CONNECTICUT	Bridgeport	Bridgeport	25
	Hartford	Hartford	87
	New Britain	New Britain	141
	New Haven	New Haven	138
	Norwalk	Norwalk	150
	Stamford	Stamford	214
DISTRICT OF COLUMBIA	NOTE: Washington, DC Sites need to contact their EOWS program manager for special instructions to assist in completing the funding application.		
	Washington	Columbia Heights	237
	Washington	Congress Heights	295
	Washington	North Capitol Area	239
DELAWARE	Dover	Dover	287
	Wilmington	Wilmington	246
GEORGIA	Athens	Athens (Clarke County)	10
	Atlanta	Atlanta	11

Group A			
STATE	CITY/COUNTY	SITE NAME	SITE ID
	Augusta	Augusta	13
	East Point	East Point	63
	Macon	Macon	120
	Valdosta	Valdosta	230
HAWAII	Honolulu	Kalihi/Palama/Chinatown	93
	Honolulu	Waipahu	236
ILLINOIS	Alton	Alton	334
	Freeport	Freeport	73
	Maywood/Bellwood	Maywood/Bellwood	123
	Village of Washington Park	Village of Washington Park	233
INDIANA	Evansville	Evansville	296
	Gary	Horace Mann Ambridge Neighborhood Improvement Organization (\$175,000)	80
	Indianapolis	Coalition of Northeast Neighborhoods (CNN)	315
KANSAS	Topeka	Topeka	224
LOUISIANA	Jefferson Parish	Jefferson Parish	104
	LaFourche Parish	LaFourche Parish	107
	New Orleans	Algiers/Bywater	143
	Shreveport	Highland/Stoner Area	304
	Shreveport	Queensborough/Ingleside	210
MARYLAND	Baltimore	Northwest--Project Garrison Area	17
	Landover	Landover (LARC)	322
	Silver Spring	Long Branch	114
MAINE	Androscoggin	Androscoggin	9
	Sagadahoc	Sagadahoc	127
MASSACHUSETTS	Boston	Grove Hall	23
	Brockton	Brockton	26
	Chelsea	Chelsea	41
	Lawrence	Lawrence	293
	Lowell	Lowell	118
	Methuen	Methuen	294
MICHIGAN	Battle Creek	Battle Creek	298
	Detroit	11th Precinct	300
	Detroit	9th Precinct	299
	Detroit	NW Area Business Assoc.	58
	Grand Rapids	Grand Rapids	81
	Highland Park	Highland Park	89
	Kalamazoo	Kalamazoo	105
MISSOURI	Independence	Independence	98
	St. Louis	St. Louis	189
NEVADA	Las Vegas	Las Vegas	126
NEW JERSEY	Atlantic City	Atlantic City	12
	Camden	Camden	33
	Orange	Orange	155
	Pleasantville	Pleasantville	318
	Trenton	Northwest	226

Group A			
STATE	CITY/COUNTY	SITE NAME	SITE ID
NEW YORK	Trenton	Southeast	303
	Albany	Albany	5
	Bronx	Castle Hill	28
	Huntington Station	Huntington Station	96
	Jamestown	Jamestown	103
	New Cassel	Westbury Neighborhood Advisory Council	139
	North Amityville	North Amityville	145
	Poughkeepsie	Poughkeepsie	173
	Rochester	Northeast	184
	Rochester	Southwest	319
NORTH CAROLINA	Roosevelt	Roosevelt	186
	Syracuse	Northside	215
	Syracuse	Westside	216
	Troy	Troy/Rensselaer Co	227
	Durham	Durham	60
	Greensboro	Greensboro	82
	High Point	High Point	88
	Lumberton	Lumberton	119
	Raleigh	Southeast Raleigh	179
	Rockingham	Rockingham	185
OHIO	Cincinnati	Coalition of Neighborhoods	43
	Lima	Lima: Site #2	113
	Toledo	ONYX	222
OKLAHOMA	Lawton	Lawton Outreach Center	112
OREGON	Burns-Paiute	Burns-Paiute Tribe	320
	Eugene	Eugene	69
	Portland	Southeast	172
PENNSYLVANIA	Philadelphia	26th District	160
	Philadelphia	North Philadelphia (24/25th Dist)	161
	Philadelphia	West Philadelphia (16/19th Dist)	162
	Pittsburgh	East Liberty	167
	Pittsburgh	Hazelwood	166
	Pittsburgh	Homewood	168
PUERTO RICO	Aguadilla	Aguadilla	291
RHODE ISLAND	Pawtucket	Pawtucket	292
	Providence	Providence	175
SOUTH CAROLINA	North Charleston	North Charleston	147
SOUTH DAKOTA	Martin	La Creek/Martin	301
	Rapid City	Rapid City	180
TENNESSEE	Bristol	Bristol	321
	Cleveland	Cleveland	45
	Dyersburg	Dyersburg	61
	Humboldt	Humboldt	95
	Jackson	Jackson	323
	Memphis	Memphis	125
TEXAS	Corpus Christi	Area #1: Northside Area	50

Group A			
STATE	CITY/COUNTY	SITE NAME	SITE ID
	Dallas	Ferguson Road Initiative	53
	Harris County	Aldine	7
	Houston	Greater Fifth Area	289
	Houston	Near Northside	290
	Richmond	Richmond	182
	San Antonio	San Antonio	197
	Vernon	Visions Economic Develop. Corp	231
UTAH	Ogden City	Ogden City	196
	Salt Lake City	Salt Lake City	324
VIRGINIA	Charlottesville	Charlottesville	39
	Harrisonburg	Harrisonburg	325
	Richmond	Richmond	183
VIRGIN ISLANDS	St. Croix	Estate Grove Place	188
	St. Thomas	Estate Bovoni	67
WASHINGTON	Seattle	Southeast Seattle	206
	Toppenish	Toppenish	225
WISCONSIN	Madison	Madison	121
	Milwaukee	Northside/CSP Area #1	128
	Milwaukee	Southside Area #2	129
	Milwaukee	United South Area #3	130
WEST VIRGINIA	Wheeling	Wheeling	327

Group B: Applications from the following sites are due on May 31, 2002:

Group B			
STATE	CITY/COUNTY	SITE NAME	SITE ID
ALABAMA	Birmingham	Birmingham	22
ARIZONA	Flagstaff	Flagstaff	70
	Tucson	Westside Coalition	228
ARKANSAS	Pine Bluff	Pine Bluff	165
CALIFORNIA	Contra Costa County	N. Richmond/Rodeo	49
	Fresno	Southeast	74
	Fresno	Southwest	306
	Los Angeles	Pico Union	116
	Los Angeles	South Central	115
	Oxnard	Area #2: Midtown Area	159
	San Diego	San Diego	198
	Selma	Selma	208
COLORADO	Aurora	Aurora	14
FLORIDA	Alachua County	Alachua County	3
	Brevard County	Brevard County	24
	Delray	Delray Beach	55
	Eatonville	Eatonville	65
	Homestead	Homestead	92
	Miami	Liberty City	283

Group B			
STATE	CITY/COUNTY	SITE NAME	SITE ID
	Miami	Little Haiti/Lemon City	284
	Ocala	Ocala	152
	Pensacola	Pensacola	308
	Riviera Beach	Riviera Beach	149
	St. Petersburg	St. Petersburg	193
	Tallahassee	Tallahassee	218
	Volusia County	Volusia County	235
	West Palm Beach	West Palm Beach	241
GEORGIA	Cobb County	Cobb County	46
	Savannah	Savannah	204
	Waycross	Waycross	309
ILLINOIS	Chicago	Northwest Austin	42
	Peoria	Peoria	313
	Springfield	Springfield	213
INDIANA	Indianapolis	Southeast Umbrella Organization (SUMO)	99
LOUISIANA	New Orleans	Central City	316
	New Orleans	Treme	142
	Terrebonne Parish	Terrebonne Parish	317
MARYLAND	Salisbury	Salisbury	195
MINNESOTA	State of Minnesota	State Administrative Entity for Minnesota sites at \$1,750,000: Cottage Grove Mahnomen County Minneapolis–Central Minneapolis–Northside Minneapolis–Phillips St. Paul–ECON St. Paul–Frogtown St. Paul–Summit University	335
MISSISSIPPI	Jackson	Jackson	101
MISSOURI	Kansas City	Kansas City	106
	Southeast Missouri	SEMO Administrative Entity at \$675,000, covering the following: Cape Girardeau Caruthersville Charleston Poplar Bluff Sikeston	211
MISSISSIPPI	Greenville	Advent Heights	83
	Greenville	Amy Covington/Metcalf	84
	Tupelo	Tupelo	229
MONTANA	Northern Cheyenne	Northern Cheyenne	148
NEW JERSEY	Vineland	Vineland	234
NEW MEXICO	Albuquerque	Albuquerque	6
	Las Cruces	Las Cruces	110
NEW YORK	North Bellport	North Bellport	146
	Queens	Far Rockaway	176

Group B			
STATE	CITY/COUNTY	SITE NAME	SITE ID
	Village of Hempstead	Village of Hempstead	232
NORTH CAROLINA	Charlotte	Charlotte	38
	Winston-Salem	Winston-Salem	248
OHIO	Hamilton	Hamilton	86
	Toledo-Lagrange	Toledo-Lagrange	223
	Youngstown	Youngstown	249
OREGON	Portland	Albina	171
SOUTH CAROLINA	Charleston	Charleston	37
	Florence	Florence	72
SOUTH DAKOTA	Brown County	Brown County	302
TENNESSEE	Chattanooga	Westside Community Development Corp.	40
TEXAS	Austin	Austin	15
	Beaumont	Beaumont	20
	Brownsville	Brownsville	30
	Dallas	Old East Dallas	52
	Dallas	South Dallas	54
	Galveston	Galveston	79
	McAllen	McAllen	124
	Texarkana	Texarkana	221
	Wichita Falls	Wichita Falls	244
UTAH	West Valley City	West Valley City	242
WASHINGTON	Lakewood	Lakewood	109
	Seattle	Central Seattle	273
WISCONSIN	Racine	Racine	177

Limit on Funding per Jurisdiction

EOWS has a limit on funding equal to 3 EOWS-funded sites per city or county within a given fiscal year. If a city includes counties, the limit applies to the city; if a city has a population of over 5 million, the limit is 4 EOWS-funded sites. Other sites within the jurisdiction may have Official Recognition status. Funded sites may share resources with unfunded Officially Recognized sites.

Unless otherwise noted, Continuation sites may apply for a total of \$225,000, of which half (\$112,500) must be used for “weeding,” including community policing.

Up to \$50,000 in EOWS grant funds should be budgeted for Special Emphasis Initiatives (see Attachment 2).

Potential Additional Funding for Local Evaluation

As previously discussed, up to 20 pilot sites will be selected for additional FY 2002 funding up to \$25,000 for a local evaluation, which would bring their total grant funds to \$250,000. Sites applying for this pilot program should include this additional amount in their budget and budget narrative as well as on the SF-424.

Potential Additional Funding for Public, Indian, and Federally-Assisted Housing

As previously discussed, Weed and Seed sites listed in this Application Kit are eligible to apply for up to an

additional, one-time \$50,000 to fight crime and drugs in public, Indian, and federally-assisted housing. This could bring a site's total grant funds to \$275,000.

Maximum site application budget with both of the above options: \$300,000

III. BUDGET GUIDANCE

Funding Characteristics

Grant funds are discretionary and may be used to support any Weed and Seed activity. OJP has developed an on-line Grants Management System (GMS) for all applications for grant funds via an on-line SF-424 and attachments. See the checklist at the beginning of the application kit and Section V below for further instructions on accessing GMS.

Period of Award. The period of all awards issued under this application kit will be 12 months.

Weeding. At least 50 percent of the “total award” (e.g., at least \$112,500 of \$225,000) must be used to support weeding activities, which may include community policing activities. The same principle applies regardless of the total size of the award.

Law Enforcement/Community Policing Budget Items. Sites are encouraged to consider the following expenditures in developing their law enforcement/community policing budgets:

- Radio-dual & tri band radios or 800mhz radios that would allow departments to communicate with one radio.
- Communications equipment that would link channels and bands of different departments' radio frequencies.
- Audio and video for undercover work, which can include body wires, microphones, tape recorders, still/digital cameras, and video cameras
- Vision enhancement Binoculars - standard and long range night vision equipment
- Global Positioning Systems (GPS) tracking equipment for vehicle surveillance
- 911 Gunfire alert systems
- Radar trailers
- Bicycles and related equipment and uniforms
- Vehicle rentals for short term undercover assignments/surveillance
- Computers and software

- Crime mapping equipment and software
- Any supplies or other equipment directly related to the W/S site
- Training for any of the equipment purchased
- Law enforcement training that would enhance the efficiency and effectiveness of the officers assigned to the W/S initiative.
- Developing and printing a resource guide for Weed and Seed site residents that provides information on resources and agencies available to citizens to help with law enforcement and related Weed and Seed issues.
- Overtime for officers
- Expenditures needed to deal with threats to the safety of Weed and Seed partners

Grant funds will not be approved for police patrol cars, guns, and ammunition.

Geographic Extent of Weed and Seed Joint Operations. Law enforcement activities eligible for funding under the Weed and Seed program extend to:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area [including] any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto ” [Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed & Seed Sites].

Limit on Overtime Payments. DOJ law enforcement agency policy limits maximum reimbursement for overtime to state and local agencies at a rate equivalent to \$10,574 (25 percent of a GS-10, Step 1) per annum. This requirement applies to all federally-funded task forces. This limit on reimbursement does not affect the actual pay rate set by the parent agency for its state/local officers: the parent agency

should still pay officers at its own rate,

whether or not the Federal reimbursement covers the full amount.

Additional Guidance on Use of Grant Funds. Grant funds may not be used for construction.

Case by case review will be given to requests for grant funds for purchase of a van for use in conjunction with a safe haven. Generally, lease of a van is preferable to purchase.

Budgets that include non-competitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$100,000.

Case-by-case review will be given to requests to use grant funds for minor renovations of a pre-existing facility which do not involve a change of use of the facility. The applicability of the requirements of the National Environmental Policy Act (NEPA) will be assessed at this time. These requirements appear on the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

Revision of Grant Budgets. Any proposed revision to the FY 2002 grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson's signature before EOWS can grant official approval to the proposed revision.

Previously Awarded Asset Forfeiture Funds (AFF) Budget Revisions. Proposed AFF budget revisions should be faxed to EOWS for review (Fax number: 202-616-1159, ATTN: Andrew Press). Proposed budget modifications should be the product of coordination among the local law enforcement agency, the Federal law enforcement agency partner(s), and the U.S. Attorney's Office. **AFF budget modification requests must be coordinated with the U.S Attorney's Office and contain a statement to that effect.** EOWS will issue a budget modification response and will notify affected parties. Also see "Frequently Asked Questions about Asset Forfeiture" on the EOWS website at <http://www.ojp.usdoj.gov/eows/whatsnew.htm>

IV. IMPORTANT REQUIREMENTS AND ADMINISTRATIVE PROVISIONS

Government Performance and Results Act Reporting Requirements

ALL funded Weed and Seed sites are **required** to monitor the program elements designed for tracking under the Government Performance and Results Act (GPRA). The FY 2002 data collection for GPRA has been revised to include new data elements (attached). The U.S. Attorney's Office will track specified Federal law enforcement data. The grantee will track the specified state and local law enforcement data and the other GPRA data elements and will report the data directly to the Weed and Seed program tracking database. Insofar as practicable, the period to be covered by tracking should be the grant period.

Grantee Reporting Requirements

- ▶ **Financial Status Report:** Financial status reports (SF 269-A) are due within 45 days following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due within 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards will be delayed and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

- ▶ **Single Audit Report:** Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is due to the Federal Audit Clearinghouse 9 months after the end of the recipient's fiscal year.
- ▶ **Semi-Annual Progress Report:** Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the site's overall Weed and Seed strategy and the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report forms will be provided to the recipient by EOWS.

Eligible Applicants

Eligible applicants include state and local law enforcement agencies, non-profit organizations, and agencies of local government engaged in the investigation and prosecution of violent crimes and drug offenses in 'Weed and Seed' designated communities.

Applicant organizations may submit joint proposals with other eligible organizations. Applications from more than one organization must set forth the relationships among the

parties. One organization must be designated in the application as the applicant and any co-applicants must be designated as such. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicant(s). In the event of a co-applicant submission, one co-applicant must be designated as the payee. This applicant will receive and disburse project funds and be responsible for the supervision and the coordination of the activities of the other co-applicant(s). Under this arrangement, all co-applicant organizations must agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF-424 and indicate acceptance of the conditions of joint and several responsibility with the other applicant(s).

Assurances

The GMS submission includes acceptance of a list of assurances that the applicant, by signing the SF- 424, assures that it will comply with the requirements contained in the assurances in order to receive Federal funds under this program. GMS submission includes the grantee's acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or

debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Coordination of Federal Efforts

A description of coordination is required as part of the Certification Statement, attached below.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The GMS submission includes the grantee's acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. The applicant will be asked to agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontracts, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. The applicant will be asked to commit to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug Free Workplace (Grants). The certification will

be treated as a material representation of fact

upon which reliance will be placed by the U.S. Department of Justice in making awards.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC to or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. SPOCs are posted on the OJP website:
www.ojp.usdoj.gov/state.htm

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- ▶ Failure to comply substantially with the requirements or statutory objectives of

the Weed and Seed Program and guidelines issued thereunder, or other provisions of Federal law.

- ▶ Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- ▶ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.
- ▶ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ▶ Filing a false certification in an application, other report, or document.
- ▶ Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR 18.

Human Subjects Research and Confidentiality Compliance

Grantees will be required to comply with 28 CFR 22 and 46. The applicant should indicate whether activities proposed in the application include research that may involve human subjects, as defined in 28 CFR 46. The DOJ is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures are to be followed. The policies set forth in 28 CFR 46 apply to all research involving human subjects conducted, supported, or otherwise

subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR 46.101(b)(1).

Information Technology (IT)

The OJP encourages information sharing to enable interoperability between all justice agencies and across Federal, state, and local jurisdictional boundaries. IT systems include automated information systems used by each of the justice system components (law enforcement, courts, prosecution, defense, corrections, probation and parole) in their internal day-to-day business and in communicating with each other. To support state and local justice integration and interoperability of these systems, OJP asked each Governor to designate a "point of contact" to provide information on IT plans to facilitate coordination among state and local agencies. State and local recipients of awards that will be used in whole or in part for information systems may be required by the awarding OJP Bureau to communicate with this point of contact about their information technology plans. By increasing state and local communication, when planning and implementing information technology, OJP funds are intended to be used to support interoperable, rather than isolated, information systems. The name and address of your State Information Technology Point of Contact can be obtained by calling the OJP customer service line at 1-800-458-0786, or on the OJP web page at www.ojp.usdoj.gov/iti/states.htm.

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through the FY 1997 DOJ Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

V. APPLICATION SUBMISSION DETAILED GUIDANCE

Checklist

Applicants should refer to the checklist at the front of this application kit and text appearing above for guidance on submitting their applications. The following text discusses only selected portions of the application package.

Certification Statement for Weed and Seed Sites

All applicants must complete the Certification Statement (Attachment 1). This Statement serves as the program narrative. For FY 2002, this form has been reformatted. This Certification must be signed by the applicant. For FY 2002, the U.S. Attorney is asked to sign a separate letter of commitment to the Weed and Seed effort to be submitted to EOWS by the same date as the grant application.

Using the Grant Management System (GMS)

This information supplements the “GMS Application Procedures Handbook” available through the “Help” feature of the GMS website at <http://grants.ojp.usdoj.gov> and also through the OJP funding opportunities web page via <http://www.ojp.usdoj.gov/fundopp.htm> .)

- Step 1. Visit <http://www.ojp.usdoj.gov/fundopp.htm>, the OJP funding opportunities web page. Click on the GMS button beside the appropriate FY 2002 Weed and Seed application. (You also may go directly to the GMS page at <http://grants.ojp.usdoj.gov> .)
- Step 2. Select the appropriate FY 2002 Executive Office for Weed and Seed Application Kit and Guideline for your site: **Continuation Sites** .
- Select PDF or Text link to view application. PDF requires Adobe Acrobat Reader. If you do not have this program installed on your computer, please call the GMS hotline or Select Text version. Select X button on top right of the screen to return when done. Select GMS link. This begins your registration process.
- The GMS application system is being revised to require an exact match of the actual applicant and a list of eligible applicants supplied by EOWS. Check the site list in the Application Kit to see the listing for your site. If you have any questions, call your EOWS program manager at 202-616-1152.
- Step 3. Register and create your **user identification** (which includes a user ID **and** personal password) before an application can be submitted. To obtain a user ID, at the New User Registration prompt, you must first complete the Contact Information page, which includes selecting the Executive Office for Weed and Seed solicitation filed. The final step in the registration process is to click on the “Create” button at the bottom of the page. This will complete the registration process. You will not be able to submit your application until your user identification is approved by the program office. If you have any questions, please call (888) 549-9901. While awaiting approval, you may elect to complete your application and save it to submit after receiving approval or you may wait to complete the application until receiving approval prompt. If you do not have an Internet account established, GMS project staff will assist you in creating an Internet account. Please call

the GMS Hotline at (888) 549-9901 for assistance. (Please note that the password for sign-in is case-sensitive: if you enter a password in lowercase, then it will not work if you attempt access by typing it uppercase.)

Step 4. Approval to submit an application will be sent via e-mail message. After you “SAVE” your application, the Grant Applicant List status screen will be displayed giving you your grant application number. Completing the on-line SF-424 includes acceptance of standard and statutory assurances (See last on-line screen form).

Step 5. All other documents requiring signatures, addenda, and any other supporting documents **must be faxed to the GMS FAX Line at 202-354-4147** to be included in your “electronic” application. **BE SURE TO INCLUDE YOUR IDENTIFYING GRANT APPLICATION NUMBER ON EVERY PAGE.**

Other Reminders:

AUTHORIZED OFFICIAL VS CONTACT PERSON. All future GMS e-mails regarding the solicitation will go directly to the person identified as the “contact.” The contact person should be the person who will be responsible for seeing the application through the whole process, if that person is "George in Accounting" then enter "George in Accounting's" e-mail address as the contact.

ELIGIBILITY CONFIRMATION: Applying is at least a two step process: first, you must get permission to even apply, or be deemed eligible to apply; second, only after receiving the e-mail from the program office confirming eligibility, you may upload your application.

ELECTRONIC FILE ATTACHMENTS: GMS allows only 3 single file attachments to the SF-424 that the applicant must submit: 1) Budget Detail Worksheet—all budget information should be contained in this one file; 2) Program Narrative—the text of the Certification Statement serves as your Program Narrative; 3) Other Program Attachments—a **single file** that includes the 1-2 page summary, 6-sentence summary, and National Directory Update. You also may include in that file maps and any other additional programmatic information that you have in electronic format and wish to add.

Applicants need to understand that they cannot upload more than 1 file under each category. An attempt to load more than 3 single files may erase one of the previous attachments.

CERTIFICATION STATEMENT FOR WEED AND SEED SITES

This Certification Statement attests that your site has an ongoing Weed and Seed strategy. **PLEASE RESPOND TO EACH ITEM BELOW. Limit your Statement to 4 pages and include it in the paper application submission.**

1. Current Linkages and Services: Describe the organizational structure of your Weed and Seed collaboration. Please list and describe the strategy's current collaborations and linkages among agencies, organizations, residents, and non-profits, including the membership of the Steering Committee and other stakeholders working with you (Names, Organizations, and Phone Numbers). Coordination with your U.S. Attorney is required.

2. Implementing the Weed and Seed Strategy: Please identify and justify any significant changes in project objectives, location, approach, or timelines since the site received Official Recognition.

Also, please include an implementation plan that specifies responsible parties and timeframes for addressing all four elements of the strategy (law enforcement, community policing, prevention/intervention/treatment, neighborhood restoration) during this proposed project period (12 months) for the coming year. Goals and objectives should be clearly linked to the desired outcomes. Benchmarks for performance measures should be included.

3. The Federal Role: What will be the ongoing roles of the U.S. Attorney's Office and other Federal agencies? With respect to Other Federal Resources, please provide information to help ensure coordination of Federal resources. In particular, (a) what other Federal grant programs (whether from the Justice Department or otherwise) are going into your jurisdiction for this, or related, efforts; (b) what other Federal grant monies they are currently applying for to support this, or related, efforts;* and (c) how these would be coordinated. For each, please include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose. This information is requested to encourage better coordination among Federal agencies in addressing state and local needs.

*"Related efforts" means:

- o the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- o another phase or component of the same project (e.g., to implement a planning effort funded by other Federal monies or to provide a substance abuse treatment or education component within a criminal justice project); or
- o providing services of some kind (e.g., technical assistance, research, evaluation) to the project described in your application.

4. Sustaining Your Weed and Seed Strategy: Please describe your plans for sustaining the Weed and Seed strategy for the long term (5-10 years beyond the life of any future Weed and Seed continuation grants).

Grant Applicant Signature

Date



FY 2002 Special Emphasis Initiative Areas

(A generic sample budget for all Special Emphasis Areas appears in Attachment 5)

A. Gun Law Enforcement

This initiative seeks to reduce crime and violence involving guns in Weed and Seed sites and is designed to complement DOJ's new initiative for gun law enforcement, Project Safe Neighborhoods. This initiative builds on the Kansas City Weed and Seed experience, Washington, DC's "Operation CeaseFire," and other innovative programs. Programs in this area can include: (1) seizing illegal weapons; and (2) educating residents about gun crime and violence. The program can provide for police officers in designated areas to focus exclusively on the seizure of illegal firearms. These officers will be specially trained by the U.S. Attorney's Office in innovative and appropriate law enforcement techniques that will withstand any constitutional challenge. Additionally, the Bureau of Alcohol, Tobacco and Firearms (ATF) will provide assistance in tracing seized firearms. The program may include a "firearms prosecutor" whose sole responsibility is to coordinate the investigation and prosecution of firearms related cases. For information on Project Safe Neighborhoods, applicants should consult the following website: www.ojp.usdoj.gov/firearms/whats_new.htm.

Applicants are also encouraged to build on the experience of the DOJ Strategic Approaches to Community Safety model (e.g., Winston-Salem, NC) and the Project Exile model (e.g., Richmond, VA). Further information on both models, and others, is available in the Office of Juvenile Justice and Delinquency Prevention's 1999 publication, "Promising Strategies to Reduce Gun Violence", NCJ 173950, which can be ordered from the Juvenile Justice Clearinghouse via 1-800-638-8736. In budgeting for this area, applicants are encouraged to invest FY 2002 resources in the improvement of their crime analysis and mapping capacity. Technical assistance and training in crime mapping and analysis are available from the National Institute of Justice's Crime Mapping Research Center (website: www.ojp.usdoj.gov/cmrc).

One Example of a Gun Law Enforcement Initiative

This program will focus on the identification (planning stage) of "gun hot spots" located within the Weed and Seed area. The Lieutenant Supervisor working together with the Precinct Captain, Detectives, the Crime Analyst, and Management Information personnel, will identify data criteria to be used for the identification of gun hot spots. This data will then be geographically plotted and accessible by members of the Gun Team and the other members of Precinct 12. The total time expected for this effort (including equipment acquisition and setup) will be approximately two to three months. The only disruption to this schedule would be significant delays in equipment purchase or setup.

A detail car consisting of two sworn officers will then be utilized during "high incidence periods" to aggressively attack illegal possession and usage of firearms in the targeted hot spots. These officers will work half shifts (either four or five hour shifts), and their initial focus will be on the seizure and removal of illegal firearms from the Weed and Seed area. This enforcement effort is expected to take anywhere from six to eight months before visible results are apparent. This is the implementation phase of the program. The major obstacle to accomplishing this objective may be that guns are even more prevalent than expected. If this occurs, it may require the full duration of the first year's funding without moving into the last stage of the program (maintenance stage).

The maintenance stage will involve continuous police presence in "gun hot spots," and the identification of new "gun hot spots" after order is restored to the originally identified sites. Police presence may include

foot patrol and/or the continued usage of motorized patrol after order is restored to the most prevalent visible sites identified. The maintenance stage will take the duration of the project and will most likely require a longer sustaining effort in order to maintain the results achieved in the implementation stage.

The educational program component centers on the topic of gun crime and violence. The program can be in the form of school presentations, community center presentations, public service announcements, and other forms of outreach.

B. Justice Innovations

This initiative focuses on developing and implementing community-oriented criminal justice programming, to be integrated within Weed and Seed sites. Community justice encompasses innovative models for criminal justice that are problem-solving in their approach; integrated in a meaningful way to meet the needs of community, offenders and victims; and encourage partnerships between traditional and non-traditional participants in reducing crime and promoting public safety. These initiatives include such models as Community Corrections, Community Court, Community Prosecution, Alternative Sentencing for Juveniles, Teen Court, Drug Court, Neighborhood Public Safety Law, Mental Health Court, etc. In designing and implementing these initiatives, sites need to ensure that their steering committees include appropriate representatives from the local judiciary, local prosecutors, corrections, faith-based groups, and non-profit organizations engaged in the delivery of social services, substance abuse, or mental health treatment, and/or economic or community development activities. All planning and implementation activities should include representatives who live or work in the Weed and Seed area in which the Community Justice Initiative is to be located. Examples of Justice Innovations include:

1) Community Corrections.

- ◆ Vermont's Reparative Probation puts low-risk probationers under the supervision of a board of community members. After sentencing to probation in court, offenders appear before the board. The board determines reparations to the community and victim. It may order offenders to pay restitution, work in community service or participation in other projects. Offenders and victims also may participate in mediation with a neutral party to settle their differences.
- ◆ Operation Nitelight in the Roxbury section of Boston, is a joint venture of the Boston Police Department and the Probation Department of the Dorchester Court. Police and probation officers work jointly to address community concerns related to youth violence. Patrols of Police and probation officers check for curfew and other violations of probation. Parents are encouraged to reassert parental control and youth compliance is made a condition of probation.

2) Community Court.

- ◆ The Community Court project in Portland, Oregon, seeks to strengthen the linkage between criminal courts and the communities they serve through collaborative planning, implementation, and operation of a community court that focuses on problem solving as well as case processing. This model provides a community justice approach to the activities of the judge, prosecution, defense, and victim services in dealing with low-level crime. Restorative sentencing and reintegration of offenders into constructive community are part of this approach.

3) Alternative Sentencing of Juveniles. Planning, development, and implementation of alternative sentencing of juveniles, e.g., juvenile diversion and community service programs.

4) Teen Court. Development and implementation of a Teen Court to handle minor offenses by youth. Teen Court seeks to use positive peer pressure to encourage constructive behavior and divert minor juvenile cases from juvenile or family court.

5) Drug Court. Development, implementation, or enhancement of a Drug Court, which provides continuing judicial supervision over offenders with substance abuse problems. Drug Courts integrate sanctions and services including mandatory drug testing of offenders, substance abuse treatment, and supervision of probation. Drug Courts can enforce compliance with program requirements. EOWS will coordinate requests for funding and implementation with the OJP Drug Courts Program Office to maximize available resources and avoid duplication.

6) Neighborhood Public Safety Law. Development and implementation of a program for providing training to citizens in neighborhood public safety law, such as nuisance abatement, code enforcement, etc.

7) Mental Health Court and other mental health programming. Development and implementation of a Mental Health Court or other program to identify and provide appropriate treatment for mentally ill persons who have entered the criminal justice system.

The Community Justice Initiative is directed at planning activities that can lead to the development and implementation of such models as community or specialized courts, community prosecution and community corrections activities in which the concept of community justice can be realized and developed to fit the needs of localities. A range of technical assistance for the development and implementation of these activities is available to sites that select this special emphasis initiative. Funding can include such items as staffing, travel for training, and contractual services. Additional resources for this subject area can be obtained from “**Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

C. Neighborhood Restoration

The Neighborhood Restoration Special Emphasis Initiative area seeks to assist Weed and Seed communities to find viable avenues to help “fix broken windows” and ensure sustainable Weed and Seed activities for the long term. There are a variety of approaches that can be funded in this area, for example: community clean-ups; strategic planning for neighborhood economic development; facilitating partnerships and organizational restructuring; small business retention; small business development training and start-up projects; job preparedness and job skills training. These activities should be fully coordinated with the Weed and Seed strategy as overseen by the site’s Steering Committee in a way that reflects the interrelationship of public safety and neighborhood restoration.

In considering this area, sites may wish to consult with their local chamber of commerce and local Small Business Administration office, as well as technical assistance partners which have experience in working with Weed and Seed sites. Additional resources for this subject area can be obtained from “**Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

D. Anti-Gang Crime Initiative

In developing their anti-gang strategies, sites are encouraged to use both law enforcement and prevention techniques to counter gang-related violent crime. Prevention approaches should be planned as part of a comprehensive approach, should focus on dealing with gang members as individuals, and can include school-based and community-based programs, such as programs for dealing with suspended students during and following suspension. Coordination with schools can help ensure that school disciplinary policies do not simply push out at-risk youth without providing alternative programs and supervision and do not expose youths to gang retaliation. In addition, Boys and Girls Clubs offer a Targeted Outreach Program to help kids stay out of gangs or leave gangs by providing a sense of acceptance, belonging, competence, and influence that youth otherwise seek from gang affiliation.

Prevention techniques can include problem-solving, anger control, empathy development, resistance to peer pressure, conflict resolution, drug and alcohol abuse prevention, and constructive life and employment skills.

Potential law enforcement approaches include combined police and probation patrols, communicating and implementing a policy of zero-tolerance for gang violence, injunctions restricting gang activities, increasing the swiftness of imposing sanctions for illegal activities, focusing on major offenders, reverse stings, sweeps, use of paid informants, drug house raids, gun seizure programs, and witness protection. Law enforcement approaches should emphasize coordination among Federal, state, and local law enforcement agencies to target and remove gang-related violent offenders and drug traffickers.

Further information on gangs can be obtained from the Regional Information Sharing System and the National Youth Gang Center, both of which can be accessed via the internet website: www.iir.com, and from the OJJDP Juvenile Justice Clearinghouse via 1-800-638-8736.

E. Anti-Drug/Alcohol Abuse Strategies

Initiatives in this category can include any element of drug and/or alcohol demand reduction, law enforcement, testing, or treatment. Examples include: drug market analysis; enforcement focusing on “hot spots” such as nuisance bars; drug testing part of pretrial supervision; frequent, random drug testing for probationers and parolees; drug prosecution; drug/alcohol treatment; the costs of operating or enhancing Drug Education For Youth (DEFY) leadership camps and follow-on mentoring activities; and Boys and Girls Club programs for teenagers as sequels to site DEFY activities.

Sample Strategy

In one community, West Side Addiction Services, Inc. will provide drug and alcohol screening and assessments for children and families in the Weed and Seed area. Two focus areas have been chosen--the Safe Haven Complex, and a public housing facility in close proximity to the Safe Haven known as Catherine Courts. In Catherine Courts, a social worker will be employed to conduct assessments with pregnant women/mothers and families with children ages 0 to 5 years of age. The social worker will provide life skills management classes and counseling in small groups to families with known substance abuse problems, and will make referrals to appropriate agencies within the Weed and Seed community, and he will use internal resources. A lending library of educational materials will be developed for use by parents and children.

At the Safe Haven, the same social worker will provide group counseling to children who have been

identified as at-risk for substance abuse or violent interaction with peers and will provide an opportunity for them to protect themselves from those risks. Educational materials will also be provided to this group of youth. This material will focus on risk behaviors that children are challenged with in their community.

The Drug-Free Communities Support Program is one potential funding source to assist sites in the fight to reduce substance abuse. Directed by the White House Office of National Drug Control Policy (ONDCP) and administered by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the program is designed to strengthen community-based coalitions' efforts in reducing substance abuse among youth. Eligible coalitions can apply for up to \$100,000 in FY 2002. The Drug-Free Communities Program solicitation will be available in mid-February. Application materials can be downloaded from the OJJDP web page at www.ojjdp.ncjrs.org/dfcs/index.html. Copies can also be sent via fax by calling 800-638-8736, select option 1, then option 1.

Additional resources for this subject area can be obtained from “ **Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

F. Meth. Lab/Environmental Activities

Addressing The Hazards Resulting From the Presence of Methamphetamine Laboratories, Lead-Based Paint, Lead In Exposed Soil, or Asbestos Containing Materials

Clandestine methamphetamine laboratories pose unique problems for law enforcement because of the volatility, flammability, and toxicity of the chemicals used. This Special Emphasis Area provides funds for training, equipment, and contractor expenses needed to handle, contain, and dispose of these dangerous substances. Interested applicants should request from EOWS copies of (1) OJP's assessment of the environmental, health, and safety risks associated with this activity and (2) the special condition that will apply to any grant funds used for this activity and that is intended to minimize these risks. Applicants should also consult with DEA concerning the most cost-effective means for complying with resulting disposal requirements.

Because of the age of their housing stock and public buildings, older neighborhoods in urban areas across the country can disproportionately expose their occupants to the health risks associated with the presence of deteriorating lead based paint, lead dust, lead in bare soil, and building materials containing damaged friable asbestos (often encountered in buildings seized through the Weed and Seed property transfer initiative). Resulting adverse health effects, such as elevated blood lead levels in children from exposure to lead hazards, can seriously impact the affected residents ability to have productive, law-abiding lives. Additionally, the deteriorating building conditions which serve as the pathway for these health risks, if left unaddressed, can result in the abandonment of the affected buildings and reduced housing stock.

EOWS funds available through this Special Emphasis Area may be used to support lead hazard reduction and asbestos abatement programs within the Weed and Seed area. However, applicants are first encouraged to seek funding for these activities from existing funding streams intended for these purposes. Any such proposal must demonstrate the applicant's awareness of and ability to conduct the proposed activities in accordance with all applicable Federal, state, and local laws.

If any component of the proposal may include the removal of lead based paint, lead in soil, asbestos-containing materials, or other hazardous materials, the proposal must also address how these materials will

be disposed of and the legal sufficiency of the disposal process.

Examples of how EOWS funding may be used include:

- Dismantling of Clandestine Methamphetamine Laboratories
- Education and outreach
- Hazard identification and risk assessment
- Training and certification programs for risk assessors, inspectors, and abatement personnel
- Abatement/remediation of identified hazardous conditions to include required remodeling or renovation
- Disposal of lead or asbestos-containing materials, as well as chemicals, equipment, and wastes from seized methamphetamine laboratories
- Screening children for elevated blood lead levels

EOWS funding may not be used for:

- Acquisition of property
- Construction

Brownfields Activities

The Environmental Protection Agency (EPA) defines brownfields as abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. Brownfields can most effectively be revitalized through comprehensive community and economic development strategies. Returning these sites to productive use creates jobs, revitalizes urban areas, and addresses the economic development needs of communities in and around such sites.

In order to support community health and economic development, EOWS is committed to helping communities revitalize such properties. However, before seeking Weed and Seed funding for this purpose, sites must seek funding from existing programs such as those housed at EPA. If that avenue proves ineffective, up to \$50,000.00 may be used to support a Brownfield initiative where the designated site overlaps with the Weed and Seed target area. All restrictions on EPA's use of funding cited in the Comprehensive Response, Compensation, and Liability Act (CERCLA) apply to recipients of EOWS Brownfields Special Emphasis Initiative funding. **In addition to the budget summary and worksheet, your Brownfields Special Emphasis proposal must include a map of your brownfields area(s) and one to two pages of background information on your brownfields initiative, and possible environmental assessment information, as further discussed below. The background section should describe the factual and historical context for the potentially affected site(s) and community, and discuss the ultimate goal of your overall brownfields effort.**

Examples of how EOWS funding may be used include:

- Education and outreach to inform and involve citizens and businesses.
- Building partnerships and outreach among stakeholders, including Federal and state agencies, tribes, municipalities, community groups, and businesses.
- Community involvement or environmental justice planning
- Reuse planning, assessment, and evaluation
- Renovating existing facilities
- Cleanup or other response activities associated with such cleanups
(e.g. groundwater extraction and treatment, landscaping and similar site renewal activities.)
- Fostering local job development and training initiatives

-Assisting not-for-profit entities in economic development projects

EOWS funding may **not** be used for:

- Acquisition of property
- Construction that is not related to eligible cleanup activities

Application of National Environmental Policy Act (NEPA) to Some Environmental Activities:

Some proposals will require applicants to provide additional information and assistance in assessing the potential environmental impacts of the proposed activities. Examples of these proposals include those involving renovation, cleanup and other response activities, and eligible construction activities. The EOWS website (www.ojp.usdoj.gov/eows/funding.htm) contains the minimum environmental information required to be submitted for an application that includes a renovation project, information on the preparation of an environmental assessment, and an applicant's responsibilities for assisting EOWS in the completion of an assessment. Applicants submitting proposals that require the completion of an environmental assessment will be informed by EOWS as soon as possible following EOWS' review of the application.

Additional resources for this subject area can be obtained from “ **Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

G. Victim Services

This initiative focuses on programs and services to address the rights, safety, and healing of victims. Weed and Seed funds are to be used to fill in gaps not covered by other resources. Depending on the needs of the designated neighborhood(s), strategies can be developed to address an array of topics such as: victims' compensation, costs, and rights; family violence; hate and bias-related violence; special needs of child and elderly victims; mental health services for crime victims; multi-cultural issues; survivors of homicide victims; victims of juvenile offenders; and legal remedies. In addition, training for law enforcement personnel and other service providers is vital to enable them to respond effectively and sensitively to victims. For instance, as the first responder to the crime, the police officer and his/her treatment of the victim plays a critical role in the victim's recovery process. Funds for this initiative may be used for activities such as training for law enforcement and support personnel, counseling services, workshops, educational and resource materials, and legal assistance. Sites will first wish to make use of existing victims' assistance funding, however, before submitting a request to EOWS (see below).

The OJP Office for Victims of Crime (OVC) provides funding to programs around the country to assist victims and improve victim services. In every state, OVC supports local crime victim assistance and compensation programs through Victims of Crime Act (VOCA) funds that are disbursed by state VOCA administrators. In addition, in many of the Weed and Seed sites, OVC provides funds to demonstration programs to develop local victim service delivery models that can be replicated in other communities nationwide. Both the VOCA and demonstration programs could serve as valuable local resources to Weed and Seed sites. Resources for this subject area can be obtained from “ **Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

H. Re-Entry Programs for Offenders

The purpose of this initiative is to enhance public safety by reducing criminal victimization by this high risk group. More than 630,000 offenders are released from prison every year. The re-entry initiative seeks to address inmates' risk factors beginning in the institution to reduce their following the inmate upon release into Weed and Seed communities. This is particularly important for inmates who have completed full terms and are not subject to any post-release supervision.

Weed and Seed sites are encouraged to seek funding for serious and violent offender re-entry programs under a new initiative issued January 31, 2002, by the Office of Justice Programs in collaboration with several other Federal agencies. Funding under the Weed and Seed initiative can complement such a program by paying for life skills training, job readiness training, job placement and follow-up, career counseling, family counseling, health care, mental health care treatment, literacy training, and parenting issues for offenders re-entering Weed and Seed communities. Funding of these services are restricted to inmates to be released into Weed and Seed areas. In addition, the Weed and Seed approach to this issue will focus on improving coordination and utilization of existing resources and programs as well as new activities.

For further information on establishing re-entry programs for offenders, applicants should consult the following website: www.ojp.usdoj.gov/reentry/whats_new.htm.

I. Local Evaluation

Evaluation is an important tool for program assessment and fine-tuning. The documentation of program successes in an evaluation can also help a site to attract additional resources. The addition of Local Evaluation as a Special Emphasis Initiative Area will provide sites with an additional option for supporting this important program function.

The evaluation should examine both the process of implementation and the impact of Weed and Seed activities in the designated area. A discussion of evaluation appears in the *Executive Office for Weed and Seed Implementation Manual*.

The local evaluation should be conducted by a local research partner distinct from the entities directly involved in implementing the program. The independence of the evaluator will help establish the credibility of the evaluation. Local institutions of higher education may be able to provide both faculty and student assistance in performing the evaluation. If a site needs assistance in finding a research partner, please contact Romia Gore of EOWS at (202) 616-1152 or Steve Edwards of the National Institute of Justice at (202) 307-0500.

J. Seeding Specialty Programs (includes Truancy Prevention, Conflict Resolution, Prevention Through the Arts, Mentoring, and Computer Learning Centers)

1) Truancy Prevention

Truancy is a leading indicator that trouble is ahead for an adolescent. Truants are not receiving the education and other assistance they can obtain in school, and can all too easily fill up idle hours with criminal activity. Funding under this initiative can pay for officers assigned to truancy duty and equipment needed by them and for programs (in schools or Safe Havens) that succeed in getting school-age youths off the streets and back into school. Coordination with schools can help ensure that school disciplinary policies do not simply push out at-risk youth with no alternative activities or supervision, and that school

disciplinary procedures take into account how students are affected by gang pressures.

Truancy has been rated among the top 10 problems facing schools, with the daily absentee rate as high as 30 percent in some cities. Available information on absenteeism, truancy petitions, and dropout rates indicate that the problem of how many children fail to attend school is a serious one. In 1994, U.S. courts with juvenile jurisdiction formally processed approximately 36,400 truancy cases (representing 29% of the court's total caseload) nationally. The number of truancy cases was 67% higher in 1994 than in 1985. A 1989 study found that 75 percent of students who were truant in both elementary and secondary school did not graduate from high school, while ten percent of non-truant students dropped out of school. Annual dropout rates for students enrolled in grades 10-12 over the past 24 years nationally have fluctuated between 4.0 and 6.7 percent; accounting for more than an estimated one-half million young adults each year. Truancy is often linked to youth criminal activities, but can also be an indicator that a child may be the victim of criminal behavior such as abuse, neglect or domestic violence.

Depending on the needs and goals of each site, truancy prevention programs may include funding for officers, school representatives, case managers, outreach workers or other personnel whose duties are to work directly with truant youth. Partnerships between school, police, juvenile court and child welfare officials are encouraged, as are programs that link truancy prevention, intervention and follow-up to Safe Haven activities such as mentoring.

Funding can also be used to purchase equipment or cover costs of expenses for use in truancy prevention program. Examples include vehicle expenses or computer software that can enhance programs to identify chronically absent students and develop intervention strategies for such high-risk youth.

Truancy Prevention Example 1

The Police Department, in the belief that the presence of school-aged youth on the streets during the school day increases the likelihood of both young criminal offenders and young victims, institutes an anti-truancy program. The city has four full-time truancy officers and one of the four is funded to work exclusively in the targeted neighborhood. Working during school hours, the officers identify youth on the street, and determine their age and the reason for their absence from school. In addition, the truancy officers are notified by Weed and Seed officers and other patrol officers about youth to be questioned. Those youth without a valid excuse for being away from school are escorted back.

Truancy Prevention Example 2

Of the neighborhood police officers assigned to the Weed and Seed neighborhood, one officer is assigned to the target area schools to help reduce truancy, violence, and resolve other problems. Once or twice a week, the officer collects names of students who have been truant and visits their homes to assess why the student is absent. In certain cases, the officer may accompany a social worker on a home visit. If the officer finds a student absent without cause, either at home or on the street, they will escort them back to school. Officers are also trained in the curriculum of GREAT to encourage the elementary school students to remain gang- and drug-free. Students can also participate in after-school activities at school or the neighborhood Safe Haven. Alternatively, Boys and Girls Club professional staff can perform this function in tandem with neighborhood police officers.

Information about resources for this subject area can be obtained from “ **Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at

www.ojp.usdoj.gov/eows/funding.htm.

2) Conflict Resolution

At a time when arguments can and do lead to gun battles, it is important to teach both youths and adults the skills of settling disputes peacefully, and providing mediation and problem-solving services for area residents. Initiatives to be funded should teach ways to constructively work through differences and to design mechanisms to resolve both personal and group problems, thus reducing tension and preventing violence. Programs can be coordinated with schools, youth serving organizations, community mediation programs, law enforcement, Safe Havens, and others.

While many of the Weed and Seed sites have on-going efforts in this area, this solicitation offers the opportunity to expand or enhance as well as establish conflict resolution and mediation programs and to forge new community partnerships. Depending on the needs and desires of the particular site, these programs may: (1) teach young people and/or adults techniques for solving conflict in a positive manner, (2) teach young people, adults, or staff how to be mediators themselves, (3) establish actual conflict resolution or mediation programs in target areas such as schools, youth organizations, juvenile justice facilities, and Safe Havens, and (4) provide target area residents access to already existing conflict resolution, mediation, and collaborative problem solving services in the community.

In the past several years, the use and application of conflict resolution skills and interventions have greatly expanded. New initiatives have included gang-related mediation and facilitation, parent and teen mediation, truancy mediation, race and ethnicity study circles, community problem-solving, victim-offender dialogues, family group conferencing, youth and police partnerships, community mediation and community policing partnerships, and intergroup dispute resolution and violence prevention. Once your site identifies its problem areas, assess whether a conflict resolution approach may be an appropriate strategy to address the situation.

Conflict resolution resources are becoming more readily available throughout the country; today there are well over 500 community mediation programs in the United States and over thirty state offices of dispute resolution, as well as state and national associations. Consider partnering with your local or state dispute resolution center and together design a partnership to meet the needs of your site. Typically, community mediation programs offer some or all of these services: individual and group case handling; conflict resolution and mediation training; community education and outreach; and dispute resolution referral and systems design.

A Sample Conflict Resolution Strategy

Metro Mediation Center will provide conflict resolution skills training to the after-school program sponsored by the Safe Haven. The Center will offer communication and problem solving classes based upon the types of problems and confrontations that the youth daily encounter. Additionally, the Center working with the Safe Haven, will design a case referral system to provide mediation services to truant and runaway youth and their parents and care takers. The schools and local law enforcement will be partners in the project and help design outreach and referral strategies. For example, when law enforcement personnel encounter a neighborhood dispute involving the playing of loud music, the officer will refer the parties to Metro Mediation Center so that together the neighbors can resolve their differences before the situation results in violence.

Information about resources for this subject area can be obtained from “ **Additional Resources for Special Emphasis Initiatives**” on the Funding Opportunities page of the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

3) **Prevention Through the Arts**

Providing constructive and engrossing activities which encourage youths to discover their own artistic abilities can keep them on the right path, introduce them to options previously unknown to them, and as a result prevent future criminal involvement. Programs in this category can combine creative activities, skills training, and arts career awareness. Grant funds can help provide staffing, space, and materials. Special consideration will be given to programs which emphasize discovering and developing a child's artistic abilities, while providing children with an understanding of the options available in individual arts fields.

Examples of activities to be funded include:

- ◆ A music or choral program that teaches participants to sing or play a musical instrument;
- ◆ An applied art class that teaches and encourages art skills in drawing, painting, or sculpture;
- ◆ A class teaching basics in photography and promoting photography as a creative art (more than a project which only provides children with disposable cameras rather than teaching basic skills);
- ◆ A class or activity which promotes the original writing of literature--fiction, poetry, or drama;
- ◆ An activity which teaches or promotes theater projects, allowing the children to participate in all facets of stage production, such as writing, acting, or producing;
- ◆ An activity that teaches dance performance;
- ◆ Salary of an Arts Coordinator or Boys and Girls Club staff person to ensure all arts activities are presented to Weed and Seed children as options.

Applicants in this category must:

- ◆ indicate how they will recruit and maintain attendance for youths who are at risk;
- ◆ indicate a relationship or some previous collaborative activity with a recognized arts organization and have a signed Memorandum of Agreement indicating this relationship;
- ◆ indicate the artistic credentials of the primary instructor.

4) **Mentoring**

Mentoring provides children with role models and life skills guidance, as well as instruction in specific topics. The objective of mentoring is reduction in drug demand and criminal behavior as well as increasing the youths' capacity to find and hold good jobs. Sites may apply for funding for payment of Boys and Girls Club program costs or training of volunteer mentors, space, coordinating personnel, vehicles, instructional materials, liability insurance premiums, and other costs of establishing or enhancing mentoring programs. These costs can also include those of special events (e.g., movies, sporting events, plays, concerts, field trips, etc.), provided that such costs are reimbursable and that outings are supported by mentoring objectives such as enhancing self-esteem, communication skills, cultural awareness, and leadership. Requested costs can include those of operating or enhancing Drug Education For Youth (DEFY) mentoring activities. Volunteers can be recruited from community organizations, law enforcement, the military, churches, senior citizen centers, and schools. Careful screening of volunteers is required. Mentoring activities should be coordinated with the site's Safe Haven(s).

5) **Computer Learning Centers**

The objective of this initiative is to bridge to technological competence and employability for residents of Weed and Seed sites. Funds may be used to acquire computer hardware and software for use in teaching

literacy, preparing for GEDs, preparing for jobs where computers are used or programmed or repaired, developing a website, networking schools, community services, government organizations and other local organizations; and starting up businesses in technology and telecommunications. Funds may also be used to provide the infrastructure needed for planning and running the computer learning center, including setting up the center, planning and budgeting, scheduling classes, marketing outreach, staffing and running classes.

This initiative area is modeled on the successful “Seedtech” program which has already provided computer learning centers to a number of Weed and Seed sites. Sites which select this special emphasis initiative area may use the services of the Weed and Seed “Seedtech” provider—Urban Technology Center (UTC) Inc., a nonprofit corporation, to build the technological and administrative capabilities of the site by providing consulting services and support, recommend and procure hardware, software, and Internet Service. UTC can be reached at (800) 998-3212.

K. Faith-Based/Community-Based Initiatives

Initiatives in this category can include a wide variety of activities by faith-based and/or community-based entities to provide seeding activities including but not limited to the following, singularly or in combination: drug/alcohol demand reduction; drug/alcohol treatment; anti-gang activities; offender re-entry mentoring, tutoring, and job-preparedness training; after-school recreational activities; homeless shelters; and anti-truancy activities. This special emphasis area is especially intended to provide resources to small entities that have not previously received Federal funding. The grantee is encouraged to provide as much assistance as possible to subgrantees in complying with the requirements that accompany Federal funding.

(Grantee Letter)
SAMPLE
NON-SUPPLANTING CERTIFICATION LETTER

Mr. Robert Samuels
Acting Director
Executive Office for Weed and Seed
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Dear Mr. Samuels:

This letter serves as certification that Federal funds provided by the Office of Justice Programs, Executive Office for Weed and Seed, will not be used to supplant state or local funds. Federal funds will be used to supplement existing funds for Weed and Seed program activities and will not replace those funds which have been appropriated for the same purpose.

(Authorized Representative)

2002 NATIONAL DIRECTORY UPDATE

PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION FOR THE FOLLOWING REPRESENTATIVES:

DATE: _____

NAME OF SITE: _____ SITE ID# (from site list): _____

UNITED STATES ATTORNEY	GRANTEE OFFICIAL POINT OF CONTACT
Name: _____ Title: _____ District: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____	Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____
USAO CONTACT	DAY TO DAY COORDINATOR
Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____	Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ (Important)
CHIEF OF POLICE	LAW ENFORCEMENT/AFF CONTACT
Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____	Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____

Definitions

- 1) United States Attorney** - current United States Attorney serving the site's district.
- 2) USAO Contact** - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g. LECC Coordinator, Assistant U.S. Attorney, etc.)
- 3) Chief of Police** - chief of police serving the Weed and Seed target area.
- 4) Grantee Official Point of Contact** - person to be contacted on official matters involving this application and authorized to enter into contracts for the agency (e.g. person who signed application).

5) Day to Day Coordinator - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g. coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with the Executive Office for Weed and Seed on matters involving the grant and budget, etc.)

6) L.E./AFF Contact - person administering the asset forfeiture fund or law enforcement strategy in the target area (e.g. weeding coordinator)

(Please attach a separate sheet with additional names if necessary)

OMB Approval No. 1121-0188
Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Please bear in mind that this sample budget is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items which are not direct expenditures of the organization are detailed under the Contractual category (section G.). For example, the police overtime costs would not be direct expenditures of a non-profit organization.

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000/year @ 100%	\$35,000
2) Police Overtime (Joint Task Force)	\$40/hour @ 200 hours	8,000
3) Community Police Officers (2)	2.5 hrs per day x 5 days per mo. x 2 officers x 12 mos. @ \$37.00 overtime hourly rate	11,100
4) Officers (4) for Gun/Drug Detail	4 hrs per day x 4 days per mo. x 4 officers x 12 mos. @ \$37.00 overtime hourly rate	28,416
5) Lieutenant Supervisor	4 hrs per day x 3 days per mo. x 12 mo. @ \$43.00 overtime hourly rate	6,192
6) Community Outreach (civilian)	4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour	7,140
TOTAL:		<u>\$95,848</u>

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

Name/Position	Computation	Cost
1) Weed and Seed Coordinator	\$35,000 x 18.55%	\$6,493
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker comp	@ 2.0%	
Medical Tax	@ 1.45%	
Total:	18.55%	
TOTAL:		<u>\$6,493</u>
Total Personnel & Fringe Benefits:		<u>\$102,341</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
A) Weed and Seed Workshops and Conferences (Type and number to be determined by EOWS)				
1) EOWS-sponsored conferences:	2 people @ \$1000/trip x 3 trips			\$6,000
	Air fare	\$500/trip		
	Hotel	\$100/night x 3 nights = \$300		
	Per Diem	\$40/day x 4 days = 160		
	Incidentals (taxi cabs, etc.)	\$40/trip		
	Total	\$1,000		
2) Regional/Statewide Meeting:	4 people @ \$500/ trip x 1 trip			\$2,000
	Mileage (or airfare not to exceed)	300 miles x \$0.325/mi. x 2 ways = \$195		
	Hotel	\$92.50/night x 2 nights = \$185		
	Per Diem	\$40/day x 3 days = \$120		
	Total	\$500		
B) Accreditation Training, Phase I & II				
1) 3 people @ \$1000/trip x 2 trips				\$6,000
	Air fare	\$500/trip		
	Hotel	\$100/night x 3 nights = \$300		
	Per Diem	\$40/day x 4 days = 160		
	Incidentals (taxi cabs, etc.)	\$40/trip		

Total \$1,000

C) State Gang Task Force Travel (Joint Task Force):

1) Travel to and from State Gang Task Force Meeting	\$ 200
Mileage (or airfare not to exceed) 300 miles x \$0.325/mi. x 2 ways = \$195	
Parking	\$5
Total	\$200
2) FBI National Academy	
2 people @ \$860/trip x 2 trips	\$3,440
Air fare	\$500/trip
Hotel	\$90/night x 2 nights = \$180
Per Diem	\$40/day x 3 days = 120
Incidentals (taxi cabs, etc.)	\$40/trip
Registration (class materials)	\$60
Total	\$860

TOTAL: \$17,640

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for coordinator		\$1,500
2) Printer		\$500
3) Computers for Learning Center (10 computers @ \$1,500 per unit)		\$15,000
4) Color printer for Learning Center		\$500
5) Computer for Police Officers (Joint Task Force)		\$1,500
6) Printer for Police Computer (Joint Task Force)		\$500
7) Video Camera for Police Officers (Joint Task Force)		\$1,400
8) Bicycles for Community Policing unit (Joint Task Force) (5 x \$2000 ea.)		\$10,000
9) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force)		\$500
TOTAL:		<u>\$31,400</u>

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
1) Weed and Seed Office Supplies	\$167.25/month @ 12 months	\$2,007
File folders and accessories @ \$25 each		
Rollerball Pens @ \$10.25 per pack		
Microcassette tapes @ \$30 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc items @ \$32 (scissors, staples, correction fluid, paper clips, glue, tape, markers)		
2) Office Supplies (Special Emphasis)	\$89.75/month @ 12	\$1,077
Scissors, staples, correction fluid, paper clips, glue, tape, markers, pens, pencils		
3) Video Surveillance Supplies (Joint Task Force)		\$ 50
Video Camera Film		
4) Public Relations Materials for community outreach efforts		\$3,165
Special Emphasis Gun Law Enforcement Program		
(Project Safe Neighborhoods)		
Water Bottles	500 @ \$2.88	\$1,440
Bubble Pen on a Rope	500 @ \$1.45	\$ 725
Cube Note Pads	500 @ \$2.00	\$1,000
5) Public Relations Publications:		\$1,500
a. Flyers to inform community of services		
available at Safe Haven	1,000 @ .50 each	\$ 500
b. Project Safe Neighborhood flyers, booklets		
to inform Community about Cease Fire,		
Exile, Crime Stoppers, 1,000 @ \$1.00 each		\$1,000
TOTAL:		<u>\$7,799</u>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
---------	---------------------	------

****Please note that construction costs are not allowable with Executive Office for Weed and Seed funds. Renovation (i.e. to restore to original state) may be allowable if justified and approved by the Executive Office for Weed and Seed.**

TOTAL: _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Name of Consultant	Service Provided	Computation	Cost
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1) Safe Haven

\$15,000 Computer Instructor			
	(\$11.10/hour x 26 hours/wk x 52 weeks)		
\$15,000 Community Outreach Training			
	(\$15/hour x 20 hours/wk x 50 wks)		
\$10,000 Tutors			
	(\$20/hour x 10 hours/wk x 25 weeks x 2 tutors)		
			\$40,000

2) Copying Service for Newsletter	4 pages x 1000 copies		\$ 1,000
	5 times per year @ .05 per copy		

3) Internet Service Provider (annual fee)		\$ 1,000	
Additional Internet site-annual fee (Joint Task Force)		\$ 250	

4) Crime Analysis and Mapping (Joint Task Force)			
\$5,200 Data Entry Personnel			
	(\$20/hour x 5 hours/wk x 52 weeks)		\$ 5,200

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>SEED</u>		<u>WEED</u>	
	<i>EOWS Core</i>	<i>Safe Haven</i>	<i>Special Emphasis</i>	<i>Law Enforcement</i>
Personnel	\$35,000	\$0	\$45,708	\$15,140
Fringe	\$ 6,493	\$0	\$0	\$0
Travel	\$10,000	\$0	\$0	\$ 7,640
Equipment	\$17,500	\$0	\$0	\$13,900
Supplies	\$ 2,507	\$0	\$ 4,242	\$ 1,050
Construction	\$0	\$0	\$0	\$0
Contractual	\$ 1,000	\$40,000	\$0	\$12,450
Other	\$0	\$0	\$0	\$12,370
TOTAL Direct	<u>\$72,500</u>	<u>\$40,000</u>	<u>\$49,950</u>	<u>\$62,550</u>

Overall Summary

<u>Budget Category</u>	<u>Total Budget</u>
Personnel	\$ 95,848
Fringe	\$ 6,493
Travel	\$ 17,640
Equipment	\$ 31,400
Supplies	\$ 7,799
Construction	\$0
Contractual	\$ 53,450
Other	<u>\$ 12,370</u>
TOTAL Direct	<u>\$225,000</u>
TOTAL PROJECT COSTS:	\$225,000

Budget Narrative

Personnel (\$95,848)

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$8,000 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the target area.
- 3) A request of \$11,100 will cover the cost of overtime for 2 Community Police Officers who will be assigned to Safe Havens and once a month make educational presentations at local schools in the designated area. These officers will be a part of the Special Emphasis Gun Law Enforcement effort that will be involved with educational, prevention, and intervention efforts of gun law enforcement.
- 4) A request of \$28,416 will cover the cost of overtime for 4 officers working 4 days per month for 12 months. These officers will work the gun/drug detail car that provides enforcement and interdiction efforts within the designated area.
- 5) A request of \$6,192 will cover overtime costs of 4 hours for 3 days per month of the Lieutenant Supervisor who will be responsible for hands-on coordination and project direction of the special emphasis initiative.
- 6) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.

Fringe (\$6,493)

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

Travel (\$17,640)

A request of \$14,000 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of EOWS-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one regional/statewide meeting, we estimate \$500 per person, with four people traveling (\$500 x 4 people x 1 trip). Attendance at Phase I and II Weed and Seed Accreditation Training is estimated to cost approximately \$1,000 per trip, with three people attending (\$1,000 x 3 people x 2 trips). We realize that prior to any travel, the site needs pre-approval by EOWS. These estimated trips include representation by law enforcement officers.

A request of \$3,440 to cover the costs of officers participating in the Joint Law Enforcement Task Force for training and travel. We estimate the cost for FBI National Academy training to be approximately \$860 per trip, with 2 people in attendance of a total of 2 trips (\$860 x 2 people x 2 trips). This training will ensure the officers are prepared for the proper implementation and management of a Joint Law Enforcement Task Force. We realize that prior to any travel, the site needs pre-approval by EOWS.

Equipment (\$31,400)

- 1) A request of \$2,000 for a computer (\$1,500) and printer (\$500) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the target area.
- 2) A request of \$15,500 is made to cover costs for supplying the computer lab with 10 computers at \$1,500 each, plus one printer (\$500) for the lab. This will be used by both children and adults for various trainings and educational uses.
- 3) A request of \$2,000 for a computer (\$1,500) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.
- 4) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.
- 5) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.
- 6) A request for \$500 for the purchase of 10 Digital/Cellular Telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the target area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.

Supplies (\$7,799)

A request of \$2,007 will be to cover supply costs for the Coordinator and the Weed and Seed office. A total of \$1,077 will cover office supplies for the Gun Law Enforcement Program (Special Emphasis). A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials. Public relations materials in the amount of \$3,165 will cover community outreach efforts of the Gun Law Enforcement Program. Public Relations Publications in the amount of \$1,500 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.

Contractual (\$53,450)

A request of \$40,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. Internet service will be provided to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$250. A contract between the local University for Data Entry of Crime statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the target area.

A request of \$6,000 for the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

Other (\$12,370)

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force. (\$3,970) Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The **Confidential Funds Certification** must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds"

2) Office space will be needed for the Joint Law Enforcement Task Force. The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised. (\$400 per month for 12 months)

3) A request of \$3,600 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.



U.S. Department of Justice

Office of Justice Programs

Executive Office for Weed and Seed

Washington, D.C. 20531

February 2002

Memorandum

To: All Weed and Seed Site Applicants

From: Robert M. Samuels
Acting Director

Subject: Revised Weed and Seed Grantee's Government Performance and Results Act
(GPRA) Reporting Requirements

This office has been working to improve the quality of data collected in compliance with the Government Performance and Results Act (GPRA) (Public Law 103-62). The attached newly revised forms have been developed by this office in conjunction with the Justice Research and Statistics Association (JRSA).

The GPRA reporting forms (attached) have been modified in response to the Government Accounting Office (GAO).

The data requested on the attached forms is due only once a year simultaneously with the paper submission portion of the FY 2002 grant application. The data reported should cover the calendar year 2001.

Through a separate mechanism, the United States Attorneys' offices will report specified Federal law enforcement data (i.e. prosecutions and convictions).

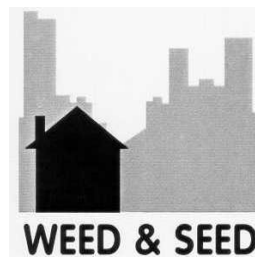
Applications which do not include this information will not be processed until it is supplied.

Please direct any questions on this matter to Jim Zepp of JRSA at (202) 842-9330 or to Andrew Press of EOWS at (202) 307-5965. Thank you for your cooperation in our efforts to improve the program-wide data about Weed and Seed.

Attachment



U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed



Grantee Site Characteristics and Activity Data Report Forms Guidance

Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2001

FY 2002 Report Forms Purpose and Return Information

Purpose

In order to report on the nationwide activities supported by its efforts, the Executive Office for Weed and Seed (EOWS) has developed this set of forms to collect basic data on the programs and services provided through local Weed and Seed Sites. The diversity of activities performed, clients served, and community characteristics across the Local Sites make the collection of uniform and consistent national statistics very difficult. This report form is designed to gather baseline information which applies generally to all Local Sites and also provides some indication of the broader aspects of the Weed and Seed strategy for crime control and community revitalization.

Where Completed Forms Should Be Sent

Justice Research and Statistics Association
777 North Capitol Street, NE, Suite 801
Washington, DC 20002-4239
Attn: Jim Zepp or Mary Garrand
(202) 842-9330 - phone; (202) 842-9329 - fax; WeedandSeed@jrjsa.org - Internet email

FY2002 General Reporting Guidance

Reporting Changes for FY 2002

For FY 2002, the following changes have been made in the GPRA forms:

- Two new sections have been added—Section B - Site Management/Operations Characteristics and Section C - Law Enforcement/Prosecution Characteristics. Subsequent sections have been renumbered to accommodate these additions.
- The seeding activities question in renumbered Section E has been formatted differently but the content is the same.
- The drug arrest data requested in renumbered Section H is now required information.

Data Collection/ Reporting Issues

The EOWS recognizes the limitations of staff time and other resources under which the Local Sites operate. Consequently, specific data elements were chosen that are general indicators of program activities and should be within the capabilities of Local Sites to provide. These instructions provide direction when estimates may be necessary because the available data do not exactly correspond to the report form's categories, the particular Weed and Seed Site boundaries, or time periods for this report. Space is provided in this form for explanatory notes.

Grantee Site Characteristics and Activity Data Report

Forms Guidance

Page 2 of 2

The EOWS expects each Site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting these data in the future when they are not currently accessible. Describing the scope of the national Weed and Seed effort is a critical task in documenting its importance in crime control and community revitalization. The collection of uniform and consistent program activity data is essential for this capability.

Technical Assistance Available

EOWS has requested that the Justice Research and Statistics Association (JRSA) provide technical assistance in the implementation of this data collection effort. JRSA will provide guidance to Local Sites, collect and process the reports, and prepare summaries of the data.

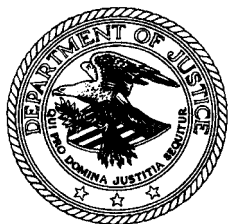
For additional guidance in completing these forms, contact Jim Zepp or Mary Garrand, JRSA at (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrso.org - Internet email.

Use of the Report Forms and Submission Dates

The report forms are in two parts. The purpose and the timing for submitting each of the forms are as follows:

Part I - Site Characteristics and Activity Data Report is intended for Local Site information that would serve as the basis for calculating various statistical measures such as averages or deriving various Site summary reports by types of services or activities offered. It also contains the statistical information on each Weed and Seed Site's efforts. This form should be submitted annually along with your Site's EOWS grant application. Please refer to the annual EOWS Grant Application Kit instructions for the exact submission date for each year.

Part II - Site Characteristics Update is a means to inform the EOWS during the program year of significant changes in the Site characteristics that may affect the program activity statistics, e.g., the addition of new Safe Haven facilities, community policing activities, or changes in the target area boundaries. This form should be submitted when these changes are effective. **Please note if making corrections to a previously submitted Part I form, send a revised Part I, and not a Part II form.**



U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

Part I - Grantee Site Characteristics and Activity Data Report

Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2001



Note that this form should be sent when a Local Site submits its annual EOWS grant application. Subsequent changes should be submitted on the **Part II - Grantee Site Characteristics Update**. A revised Part I should be sent when correcting errors in a previous Part I. For assistance in completing this form, see the attached instructions. For additional guidance, contact Jim Zepp or Mary Garrand at JRSA, (202) 842-9330. **Completed forms should be sent to: JRSA, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.**

Site: _____ Agency: _____
Person Completing
This Form: _____ Title: _____

Phone: () _____ Fax: () _____ Internet email: _____

Date Submitted: ____/____/____ Reporting Agency (check one): ☐ Federal ☐ state ☐ local

SECTION A - Site Demographic Information

1. Total population (Site only): _____ If available, please provide the following:
2. Youth population (ages 0-17): _____ 3. Adult population (ages 18+): _____

SECTION B - Site Management/Operations Characteristics

- 1a. Is there a Site Coordinator? (check one):
_____yes _____no _____planned
If so,
b. Is it a full-time position _____yes _____no _____planned
c. Weed and Seed only _____yes _____no _____planned
2. How often are the Site Steering Committee's regular meetings held (check one)
_____biweekly _____semiannual
_____monthly _____annual
_____quarterly
3. Does your Site have a regularly produced newsletter? (check one)
_____yes _____no _____planned
4. Has your Site produced a resource directory for residents/community? (check one)
_____yes _____no _____planned
5. Is the EOWS grant recipient a faith-based organization? (check one)
_____yes, describe _____
_____no
6. Do any members of the Steering Committee represent faith-based partners? (check one)
_____yes, describe _____
_____no

SECTION C - Law Enforcement/Prosecution Characteristics

1. Does the Site's weeding effort include a multi-jurisdictional task force? (check one): _____yes _____no _____planned
If so, please check all agencies that are involved:
- | | | | |
|---|---|--|--|
| <input type="checkbox"/> ATF | <input type="checkbox"/> IRS | <input type="checkbox"/> US Marshals | <input type="checkbox"/> County/local police |
| <input type="checkbox"/> DEA | <input type="checkbox"/> National Guard | <input type="checkbox"/> US Postal Service | <input type="checkbox"/> County/local |
| <input type="checkbox"/> FBI | <input type="checkbox"/> other DOD agency | <input type="checkbox"/> Tribal police/BIA | <input type="checkbox"/> prosecutor |
| <input type="checkbox"/> HUD Insp Gen. Office | <input type="checkbox"/> US Attorney | <input type="checkbox"/> State Attorney Gen. | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> INS/Border Patrol | <input type="checkbox"/> US Customs Service | <input type="checkbox"/> State police/patrol | <input type="checkbox"/> other, _____ |
2. Does your Site have a prosecutor dedicated to firearms cases only? (check one) _____yes _____no _____planned

Part I - Grantee Site Characteristics and Activity Data Report

Page 2 of 6

SECTION D - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):

- a. Foot patrols ___yes ___no ___planned b. Bike patrols ___yes ___no ___planned
- c. Substations ___yes ___no ___planned d. Crime watch ___yes ___no ___planned
- e. Police participation in community meetings (*see instructions for definition*): ___yes ___no ___planned
- f. Other activities, please specify: _____

SECTION E - Seeding Activities

1. Number of Safe Haven facilities: _____ 2. Number of Safe Havens receiving EOWS funding: _____

3. List names and addresses for all Safe Haven facilities (attach additional pages if necessary):

Facility Name	Street Address	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Please indicate the types of activities/services provided by delivery location. Please enter a "Y" for yes, "N" for no, or a "P" for planned in each of the boxes below.

Types of Activities/Services Provided at	Safe Haven	Other Locations	Types of Activities/Services Provided at	Safe Haven	Other Locations
a. academic courses and tutoring			n. scouting programs		
b. mentoring			o. military cadet training		
c. prevention education, describe:			p. anti-gang education/ training		
d. dispute resolution and mediation			q. Communities in Schools programs		
e. recreation/athletics			r. performance/applied arts programs		
f. job training			s. victim assistance programs		
g. job placement			t. community projects, e.g. clean-ups		
h. anti-drug education			u. general health screening services		
i. community police co-located in Safe Haven			v. lead poisoning screening service		
j. safe corridors (school escorts for children)			w. other, specify:		
k. summer day camp					
l. youth leadership training					
m. Boys/Girls Club programs					

Part I - Grantee Site Characteristics and Activity Data Report

Page 3 of 6

SECTION F - Neighborhood Restoration Information

1. Number of community development corporations within Site area: _____
2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):
 - a. housing development(s): ☐yes ☐no ☐planned b. commercial development(s): ☐yes ☐no ☐planned
 - c. business/community partnerships: ☐yes ☐no ☐planned
 - d. other, please specify (describe the kinds of activities being undertaken): _____

3. Number of community cleanups done using EOWS support: _____
4. Are any of the above Weed and Seed strategy activities related to or are otherwise involved in the EPA Brownfields Program?

Brownfields Assessment Demonstration Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Cleanup and Revolving Loan Fund Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Showcase Communities	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Tax Incentive	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
other, specify _____	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned

SECTION G - Additional Site Activities

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS.

Part I - Grantee Site Characteristics and Activity Data Report

Page 4 of 6

SECTION H - Law Enforcement Information

1. Please report the total number of homicides for the three preceding calendar years:

Area	2001	2000	1999
a. Weed & Seed Site Only	_____	_____	_____
b. Entire Jurisdiction (i.e., city, town, county)	_____	_____	_____
Jurisdiction Name: _____			

2. Please report the number of drug arrests associated with your Site's Weeding activities including those that occurred outside the target area but directly affect it or have a significant nexus to it. **NOTE: Only leave spaces blank to indicate missing or unavailable data. Use a zero (0) when no arrests occur**

Calendar year 2000 drug arrest data; unless specified otherwise: _____

Type	Total Arrests		Sale/Manufacturing		Possession	
All drug abuse violations (including substances not listed below)						
Heroin						
Cocaine (not including crack)						
Crack cocaine						
Marijuana						
Methamphetamines only						
Other (specify):						

3. Please attach any additional data or reports that provide indicators of your Site's major focus or efforts related to crime and law enforcement.

SECTION I - Safe Haven Information

1. Provide the total unduplicated Safe Haven attendance* for all services/activities during one typical week (see instructions for additional guidance)

Safe Haven attendance for week of ____/____ (month/day): _____

* Refers to number of persons receiving services and not visits or sessions attended.

2. Please attach any additional data or reports that provide indicators of your Site's major focus or Safe Haven-related efforts.

Part I - Grantee Site Characteristics and Activity Data Report

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SECTION J - Coordinated and Leveraged Non-EOWS Weed and Seed Resources

In response to a U.S. General Accounting Office request, EOWS must document the coordinated and leveraged resources (excluding funding from EOWS) being directed towards Weed and Seed communities. This is defined as those funds that explicitly help, in whole or part, to implement the Weed and Seed strategy. Please provide or estimate the amounts that are being expended for your Site by source (See Forms Instructions for more help; attach additional sheets as needed.)

Types of Non-EOWS Support	Source (Agency/Assistance Program)	Jan.-Dec. 2001 Amount in \$'s
1. Other U.S. Department of Justice Funding		
a. direct DOJ grants, e.g., OJJDP Drug-Free Communities Grants		
b. COPS Office grants		
c. formula and block grants, e.g., BJA Byrne Formula Grants and Local Law Enforcement Block Grants		
d. other DOJ grants/support		
2. Other Federal Funding		
a. HIDTA		
b. other, e.g., HUD HOPE VI grants		
3. Non-Federal Funding Sources		
a. state government funding		
b. local government funding		
c. Non-profits, e.g., United Way, foundations, churches		
d. For-profits, e.g., companies, banks		
e. other		
4. Total Funding from All Non-EOWS Funding Sources		

Part I - Grantee Site Characteristics and Activity Data Report

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SECTION J - Coordinated and Leveraged Non-EOWS Weed and Seed Resources (cont'd)

In addition to direct grants and other forms of financial support, Weed and Seed Sites often receive in-kind contributions which may include donated services, goods, or use of facilities and equipment. These type of donations can be a significant source of support for a Local Site. Please indicate these for your Site. (See Forms Instructions for more help; attach additional sheets as needed.)

5. In-kind Contributions

Source	Description

SECTION K - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods).



U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

Part II - Grantee Site Characteristics Update

Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2001



(Note: please refer to your Site's previously submitted Part I - Grantee Site Characteristics Report or any subsequently filed Part II Updates in completing this form. Only enter new or changed information in Sections A through F when submitting an Update.) For assistance in completing this form, see the attached instructions. For additional guidance, contact Jim Zepp or Mary Garrand, JRSA at (202) 842-9330. **Completed forms should be sent to: JRSA, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.**

Site: _____ Agency: _____
Person Completing
This Form: _____ Title: _____

Phone:() _____ Fax:() _____ Internet email: _____

Date Submitted: __/__/__ Reporting Agency (check one): ☐ Federal ☐ state ☐ local

SECTION A - Site Demographic Information

1. Total population (Site only): _____ If available, please provide the following:
2. Youth population (ages 0-17): _____ 3. Adult population (ages 18+): _____

SECTION B - Site Management/Operations Characteristics

- 1a. Is there a Site Coordinator? (check one):
_____yes _____no _____planned
If so,
b. Is it a full-time position _____yes _____no _____planned
c. Weed and Seed only _____yes _____no _____planned
2. How often are the Site Steering Committee's regular meetings held (check one)
_____biweekly _____semiannual
_____monthly _____annual
_____quarterly
3. Does your Site have a regularly produced newsletter? (check one)
_____yes _____no _____planned
4. Has your Site produced a resource directory for residents/community? (check one)
_____yes _____no _____planned
5. Is the EOWS grant recipient a faith-based organization? (check one)
_____yes, describe _____
_____no
6. Do any members of the Steering Committee represent faith-based partners? (check one)
_____yes, describe _____
_____no

SECTION C - Law Enforcement/Prosecution Characteristics

1. Does the Site's weeding effort include a multi-jurisdictional task force? (check one): _____yes _____no _____planned
If so, please check all agencies that are involved:
- | | | | |
|--|---|--|--|
| <input type="checkbox"/> ATF | <input type="checkbox"/> IRS | <input type="checkbox"/> US Marshals | <input type="checkbox"/> County/local police |
| <input type="checkbox"/> DEA | <input type="checkbox"/> National Guard | <input type="checkbox"/> US Postal Service | <input type="checkbox"/> County/local |
| <input type="checkbox"/> FBI | <input type="checkbox"/> other DOD agency | <input type="checkbox"/> Tribal police/BIA | <input type="checkbox"/> prosecutor |
| <input type="checkbox"/> HUD Insp. Gen. | <input type="checkbox"/> US Attorney | <input type="checkbox"/> State Attorney Gen. | <input type="checkbox"/> Housing Authority |
| Office | <input type="checkbox"/> US Customs Service | <input type="checkbox"/> State police/patrol | <input type="checkbox"/> other, _____ |
| <input type="checkbox"/> INS/Border Patrol | | | |
2. Does your Site have a prosecutor dedicated to firearms cases only? (check one) _____yes _____no _____planned

SECTION D - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):

- a. Foot patrols ☐yes ☐no ☐planned b. Bike patrols ☐yes ☐no ☐planned
 c. Substations ☐yes ☐no ☐planned d. Crime watch ☐yes ☐no ☐planned
 e. Police participation in community meetings (*see instructions for definition*): ☐yes ☐no ☐planned
 f. Other activities, please specify: _____

SECTION E - Seeding Activities

1. Number of Safe Haven facilities: _____ 2. Number of Safe Havens receiving EOWS funding: _____

3. List names and addresses for all Safe Haven facilities (attach additional pages if necessary):

Facility Name	Street Address	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Please indicate the types of activities/services provided by delivery location. Please enter a "Y" for yes, "N" for no, or a "P" for planned in each of the boxes below.

Types of Activities/Services Provided at	Safe Haven	Other Locations	Types of Activities/Services Provided at	Safe Haven	Other Locations
a. academic courses and tutoring			n. scouting programs		
b. mentoring			o. military cadet training		
c. prevention education, describe:			p. anti-gang education/ training		
d. dispute resolution and mediation			q. Communities in Schools programs		
e. recreation/athletics			r. performance/applied arts programs		
f. job training			s. victim assistance programs		
g. job placement			t. community projects, e.g. clean-ups		
h. anti-drug education			u. general health screening services		
i. community police co-located in Safe Haven			v. lead poisoning screening service		
j. safe corridors (school escorts for children)			w. other, specify:		
k. summer day camp					
l. youth leadership training					
m. Boys/Girls Club programs					

SECTION F - Neighborhood Restoration Information

1. Number of community development corporations within Site area: _____
2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):
 - a. housing development(s): ☐yes ☐no ☐planned
 - b. commercial development(s): ☐yes ☐no ☐planned
 - c. business/community partnerships: ☐yes ☐no ☐planned
 - d. other, please specify (describe the kinds of activities being undertaken): _____

3. Number of community cleanups/renovations under EOWS support: _____
4. Are any of the above Weed and Seed strategy activities related to or are otherwise involved in the EPA Brownfields Program?

Brownfields Assessment Demonstration Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Cleanup and Revolving Loan Fund Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Showcase Communities	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Tax Incentive	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
other, specify _____	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned

SECTION G - Additional Site Activities

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS.

SECTION H - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods).



U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

Instructions for Site Characteristics and Activity Data Report Forms

Government Performance and Results Act (GPRA)



FY 2002 General Report Form Instructions

Scope of Activities to Be Reported

Local Weed and Seed Sites rely upon the participation and support of many Federal, state, and local agencies. Consequently, their activities and impact should extend far beyond the direct financial assistance provided by the Executive Office for Weed and Seed (EOWS). Each Site should report on a basis which is reasonable and accurately reflects the Weed and Seed efforts in its community.

***Example:** Children utilizing Safe Haven facilities may receive services from several sources. In this case, because Safe Havens may function as convenient locations for delivering services to clients who might not otherwise use them, it may be appropriate to include programs or activities that are not directly supported through EOWS funds.*

Geographic Extent of Weed and Seed Operations

Although Weed and Seed is a geographically based strategy with defined target areas, the inclusion of activities for reporting should also rely on a reasonable judgement based on their relationship and impact on the Site regardless of actual location. For law enforcement activities, this concept has been expressed in the following manner:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area (including) any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto” (Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites).

Time Period for Data Reported

Unless otherwise specified in a question, all information submitted in a GPRA should be for calendar year 2001 (January 1 - December 31, 2001).

This is to allow for consistent comparisons across time periods and Local Sites and to enable the calculation of various statistics for the overall national Weed and Seed effort.

Data Estimation Acceptable

If actual program activity data are not available, an estimation method may be used to provide indicators of local Weed and Seed Site efforts. See Footnote A in the Instructions for a discussion of acceptable methods and examples. For additional

**Instructions for Grantee Site Characteristics and
Activity Data Report Forms**

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guidance on this topic, contact Jim Zepp or Mary Garrand, JRSA, (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrsa.org - Internet email.

**Suggested
Data Sources**

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Government planning agencies can usually provide demographic data (i.e., total population, youth--ages 0-17, and adults) and land area measurements. Colleges and universities may also have resources for obtaining the data needed for these reports. These may include their libraries; academic departments such as urban planning/affairs, geography, or criminal justice; or institutes for special studies. State Statistical Analysis Centers (SACs) can also provide information or technical skills helpful to local agencies. JRSA can identify the SAC agency for your state. Call Jim Zepp or Stan Orchowsky at JRSA, (202) 842-9330, or send an Internet email to WeedandSeed@jrsa.org.

**Yes/No/
Planned
Response
Definitions**

The terms “yes,” “no,” and “planned” as used in these forms are defined as follows:

yes - The service or program activity is operational during the current year being reported. In other words, a budget has been established and funded, the staff are hired and working, and the appropriate facilities and equipment are functional.

no - No program activities have occurred during the current year being reported.

planned - Preparations have been made for starting a service or program activity such as a funding request, staff recruitment, or facilities construction during the current reporting year but no clients have been served or program operations have taken place.

Part I - Grantee Site Characteristics and Activity Report Form Guidance

**SECTION A -
Site
Demographic
Information**

These data are usually derived from U.S. Census Bureau reports and may be supplemented by estimates produced by state or local demographers. Depending on the geographic area of the local Weed and Seed Site, estimates of the population may be necessary.

**SECTION B -
Site
Management/**

Question 1 asks if your Site has a Coordinator. This would be a paid staff position responsible for the daily, ongoing management and operations of the Local Site. If the response to Question 1a. is “yes” or “planned”, you should then indicate in Question 1b. whether this is a full-time position or not. Question 1c. asks whether

**Instructions for Grantee Site Characteristics and
Activity Data Report Forms**

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**Operations
Characteristics**

this position is dedicated to Weed and Seed-related duties only or has additional responsibilities not involving the Site.

Question 2 indicates the frequency of the regular Site Steering Committee meetings.

Question 3 asks whether a newsletter is regularly produced to inform the community of Weed and Seed activities and events.

Question 4 requests whether a resource directory has been generated which provides information on services, facilities, and other types of assistance available to the Site's residents and other community members.

Questions 5 and 6, in accordance with recent Federal directives, are efforts to document the involvement of faith-based organizations with the Weed and Seed strategy at the Local Site level. A recent Federal law defines faith-based organizations as those, whether affiliated with a formalized religious organization or independently operating, which "are inspired by a religious mission of care for the poor and needy."¹ According to Section 104, subsection (c) of the 1996 Federal Welfare Law, a faith-based organization is one possessed of a "religious character." Thus, clear examples of faith-based organizations are local churches, temples, mosques, and/or synagogues.

In its materials, the White House Office of Faith-Based and Community Initiatives also includes organizations such as Habitat for Humanity (which is characterized as a "a nonprofit, ecumenical Christian organization") that may not be affiliated or otherwise associated with a specific religious denomination but may still have a faith-based orientation or origin.

For more information, please see the White House Office of Faith-Based and Community Initiatives's Web site at www.whitehouse.gov/infocus/faith-based.

**SECTION C -
Law
Enforcement/
Prosecution
Characteristics**

Question 1 requests information about whether a multi-jurisdictional task force is being used as part of the local Weeding effort. Multi-jurisdictional task forces are operations that involve two or more law enforcement agencies and that cross geographic or criminal justice system agency boundaries.²

If one or more exists or is planned within the next year, then you should indicate the agencies that are or will participate as members of the task force. Please keep in mind the comments about the geographic extent of Weed and Seed operations made in the Scope of Activities to Be Reported section at the beginning of these instructions.

**Instructions for Grantee Site Characteristics and
Activity Data Report Forms**

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Question 2 asks whether your Local Weeding Strategy includes the use of prosecutorial staff who are dedicated to only trying firearms-related cases.

**SECTION D -
Community
Policing
Activities**

Section D, Question 1e. refers to either a) general public meetings held in the target community that may be for Weed and Seed activities such as providing crime prevention education or forming a Neighborhood Watch group or b) Local Site staff attendance at meetings of community organizations such as civic associations, churches, or business groups. It does not refer to meetings of the Weed and Seed Site committees or other meetings for internal Weed and Seed project operations.

**SECTION E -
Seeding
Activities**

Questions 1 and 2 request the total number of facilities in the Local Site that are designated as Safe Havens and the number which receive any direct EOWS funding.

Question 3 is a listing of each Safe Haven facility's name (e.g., the Southside Boys Club, Lincoln Elementary School, or Midtown Community Center), its street address, city, and state. This information should be for all Safe Haven facilities regardless of whether or not EOWS funds are given to each facility. If more space is needed, additional pages can be attached for this information.

**SECTION F -
Neighborhood
Restoration
Information**

This section relates to community-based organizations that are involved in commercial and housing redevelopment efforts. Many local Weed and Seed Sites have coordinated their activities with community development programs .

Question 4 is related to the U.S. Environmental Protection Agency (EPA)'s Brownfields Projects and Initiatives. The EPA's Brownfields Economic Redevelopment Initiative is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse.

There are several EPA Brownfields Programs that may potentially involve and benefit Local Weed and Seed Sites. For example, EPA is funding Assessment Demonstration Pilot Programs (each funded up to \$200,000 over two years), to assess brownfields sites and to test cleanup and redevelopment models; job training pilot programs (each funded up to \$200,000 over two years), to provide training for residents of communities affected by brownfields to facilitate cleanup of brownfields sites and prepare trainees for future employment in the environmental field; and cleanup revolving loan fund programs (each funded up to \$500,000 over five years) to capitalize loan funds to make loans for the environmental cleanup of

**Instructions for Grantee Site Characteristics and
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brownfields. These pilot programs are intended to provide EPA, states, tribes, municipalities, and communities with useful information and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

For more detailed information about these programs and the locations of funded projects, visit the EPA's Web site at <http://www.epa.gov/brownfields> or contact:

Mr. Anthony P Raia
USEPA Headquarters
Ariel Rios Building
MC: 5105
1200 Pennsylvania Avenue, N. W.
Washington, DC 20460
Phone 202-260-6837; Fax (202) 260-6606; Email: raia.anthony@epa.gov

**SECTION H -
Law
Enforcement
Information**

Question 1 requests the total number of homicides reported a) within the Weed and Seed area boundaries and b) the entire jurisdiction (i.e., city or county) in which the Local Site is located. In order to establish a trend for community conditions, three years of data are requested. Estimates may be necessary for some Local Sites. **This information is required of all Sites to maintain their EOWS support.**

Question 2 involves drug arrest data related to the Site's Weeding activities. As previously stated in the **Scope of Activities to Be Reported** portion of these instructions, the drug arrest statistics can include those occurring outside the Site's boundaries if they still involve the Site's efforts or are intended to affect its conditions for improvement. Arrests by various drug types are also requested.

Question 3 is an opportunity for Local Sites to provide indicators of law enforcement activities that have focused on major community concerns such as truancy prevention, robbery reduction, or anti-drug or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION I -
Safe Haven
Information**

Question 1 refers to the number of persons receiving services and not visits or sessions attended. The term "total unduplicated Safe Haven attendance" represents the number of persons utilizing the program during a typical week's operations for the first Quarter of 2002 (January 1st to March 31st). "Unduplicated" means that as much as reasonably possible the total count should not include repeat visits by the same individuals during the reporting period.

**Instructions for Grantee Site Characteristics and
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This information would be generally collected through attendance logs. For services such as after-school activities that the same children participate every day, an attendance sheet for one day should provide an unduplicated attendance count. For daily activities where different individuals may attend each day, separate attendance logs would be needed for each day that the program operates.

In instances where some of the same individuals may attend a mixture of activities during a week, the Local Site staff are asked to use their judgement in arriving at representative unduplicated counts of attendance. For example, when the majority of the attendees at two activities are the same persons, one count or attendance sheet will provide a reasonable unduplicated count. If there is little overlap in attendees, then separate attendance sheets for each activity may be appropriate. Estimates may be necessary for some programs.

Question 2 is an opportunity for Local Sites to provide indicators of Safe Haven activities that have focused on major community concerns such as academic performance problems, youth unemployment, or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION J -
Coordinated
and Leveraged
Non-EOWS
Weed and
Seed
Resources**

Because the U.S. General Accounting Office has requested documentation that the Weed and Seed strategy coordinates and leverages resources from the public and private sectors, these questions seek data on funding and in-kind contributions obtained from non-EOWS sources. It is recognized that because of the many formal and informal relationships that the local Weed and Seed programs have with many agencies and organizations, it will be difficult to obtain precise financial information. A reasonable effort should be made to estimate these amounts fairly and accurately.

Reporting Time Period - So that the financial information provided will correspond to the programmatic data collected for the GPRA reports, the calendar year should be used for responses to this question (i.e., January 1 to December 31). The calendar year 2001 data should reflect actual revenues when available. If necessary, reasonable estimates are acceptable when a specific amount is not readily available. (See Footnote A - Acceptable Estimation Methods for additional guidance on this subject.)

Source (Agency/Assistance Program) - As accurately as possible, please identify the agency, organization, or company providing the financial assistance. If there is a specific program or category (e.g., Department of the Navy, DEFY Program), this should be reported. Use additional sheets if necessary.

**Instructions for Grantee Site Characteristics and
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Amount in \$'s - Provide a dollar estimate of the financial assistance received from each source. At the bottom of the table, these figures will be totalled.

Types of Non-EOWS Support - In order to present a more complete picture of the national Weed and Seed strategy's impact, these figures should include any financial and other resources that are reasonably related to Weed and Seed activities in your Local Site. This applies to events or activities that may physically occur outside of the Site's target area but contribute to the overall Weed and Seed strategy for your Site. When possible, a dollar amount should be provided so that these figures can be totaled across all Sites.

1. Other U.S. Department of Justice Funding - Refers to any financial assistance received from agencies of the U.S. Department of Justice (DOJ) other than the EOWS direct grants and Assets Forfeiture Funds.

a. direct DOJ grants - These are financial awards made directly from a U.S. Department of Justice agency to a Weed and Seed participating agency. This may include other agencies or organizations that are providing a component of the local Weed and Seed strategy or have established a cooperative relationship with the Local Weed and Seed structure. An example is the Strategic Approaches to Community Safety Initiative (SACSI) grants administered by the National Institute of Justice (NIJ).

b. COPS Office grants - This agency is the Federal office responsible for advancing community policing. It has several assistance programs, e.g., Hiring Grants, COPS MORE, and Training and Technical Assistance Grants that provide support to local law enforcement agencies.

c. formula and block grants - These are grant programs that generally allocate Federal funds to State or local governments that within certain prescribed limits can spend this money as they choose. Frequently, subgrants are awarded to government agencies or non-profit community organizations for specific projects. Two examples are the Bureau of Justice Assistance (BJA)'s Byrne Formula Grants and Local Law Enforcement Block Grants (LLEBG) Program.

d. other DOJ grants/support - This refers to any assistance provided by US DOJ agencies that may not be included in the preceding categories.

2. Other Federal Funding - Refers to financial assistance received from any Federal agencies(e.g., Housing and Urban Development, Education,

**Instructions for Grantee Site Characteristics and
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Health and Human Services, Labor, or the Environmental Protection Agency) other than those under the U.S. Department of Justice.

a. HIDTA (High Intensity Drug Trafficking Area (HIDTA) Program

- The HIDTA Program operates under the direction of the Office of National Drug Control Policy (ONDCP). In specially designated areas of the country, HIDTA provides funds to enhance and coordinate drug-control efforts among local, state and Federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences.

b. other - Refers to any other Federal financial assistance programs.

3. Non Federal Funding Sources - Refers to any non-Federal financial assistance received in the categories listed.

4. Total Funding from All Non-EOWS Funding Sources - This should be the sum of all items listed in 1-3 above.

5. In-kind contributions - The purpose of this question is to obtain an indicator of the level of support derived from in-kind contributions. While these non-monetary donations can be critical to the operations of Weed and Seed-related activities, they do not generally substitute for the program costs covered by grants and other types of revenues. Consequently, these donations can be viewed as major resources leveraged by EOWS' financial support.

The term, in-kind contributions refers to any non-monetary support received such as donated staff/volunteer time, professional services, use of office/facility space, equipment, printing, food, vehicles, etc.

Part II - Grantee Site Characteristics Update Report Form Guidance

Only enter new or modified information in Sections A through H. For additional help with completing this form, see the instructions for **Part I - Grantee Site Characteristics and Activity Data Report**.

Footnote A - Acceptable Estimation Methods

Data

**Estimation
Conditions**

Collecting daily counts at each facility may be beyond the ability of some Sites. Other Sites may have difficulties obtaining data because their Weed and Seed geographic areas do not match the reporting boundaries used by the various participating agencies such as police precincts or districts, community agency service areas, or individual school zones or clusters. There also may be problems due to different reporting time periods or organizational units across agencies

**Instructions for Grantee Site Characteristics and
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which may prevent the collection of data directly attributable to Weed and Seed staff or activities.

Following are several estimation methods that are acceptable for compiling information on Weed and Seed Local Site efforts. The choice of estimation method used is at the discretion of each Local Site but it is important to present as accurate a portrayal of the Weed and Seed activities as possible.

**Method 1 -
Proration of
Available
Data**

When data are only available for a geographic area larger than the officially recognized Weed and Seed area or for a portion of the Local Site, an estimated value may be calculated based on the percentage that the Weed and Seed Site is of the total area.

Example 1: If a police precinct reported that 30 homicides occurred during the last year and the Weed and Seed Site is 50% of the precinct area, then 15 homicides should be reported for the Site. The Proration Method should be identified for the data element Section F, Question 1a in the Explanatory Notes in the Part I - Grantee Site Characteristics and Activity Data Report Form.

Example 2: A youth midnight basketball league is hosted by a community center located in the Weed and Seed Site but the facility's service area extends outside the Weed and Seed boundaries. Consequently, the participants include children who are not from the Weed and Seed Site. Based on U.S. Census data, the Weed and Seed Site accounts for 60% of the youth population in the center's service area. Consequently, 30 of the 50 youths participating are included in the count listed for Section G, Question 1 in the Part I - Grantee Site Characteristics and Activity Data Report Form and the Proration Method would be cited in the Explanatory Notes.

It should be noted that in the first example, geographic area was used as the basis for prorating the statistical data, while the second example used population data. The choice of which basis to use for calculating an estimate is determined by what may be most representative for your Site. If a Site contains a large amount of nonresidential area (such as businesses, schools, or hospitals) where arrests or other activities may occur, then land area rather than population may be an appropriate choice for the proration. On the other hand, population can be used when the statistics involve persons served.

**Method 2 -
Data
Sampling**

When attendance counts of service clients may not be available for all Safe Haven facilities, then taking sample counts may be a reasonable substitute. In this instance, attendance client counts are done for those Safe Havens where this is reasonable to do so.

**Instructions for Grantee Site Characteristics and
Activity Data Report Forms**

Example: A Local Site has three Safe Haven facilities. The total unduplicated attendance count for the first facility is 30 and for the second facility is 45. For various organizational reasons, an unduplicated count is not available for the third facility. Several options are available for estimating the attendance at the third facility.

Option A - If the program capacity at the third facility is the same as either the first or the second facility, use the appropriate attendance count from that one to the third facility.

Option B - Even though an attendance count for an entire week may not be feasible for the third facility, a one day attendance count may still be possible. In fact, depending on the nature of the activities occurring there, the one day count may be sufficient.

Option C - If attendance counts are not feasible for all activities, it still may be possible to have attendance counts done for the major services that are the primary focus of the Safe Haven such as an after-school program that would be indicative of the Weed and Seed effort at that facility.

¹. Center for Public Justice. *A Guide to Charitable Choice: The Rules of Section 104 of the 1996 Federal Welfare Law Governing State Cooperation with Faith-based Social-Service Providers* 1997; Updated October 30, 2000.

². Justice Research and Statistics Association. *Multijurisdictional Drug Task Force Operations: results of a Nationwide Survey of Task Force Commanders*. August 1993.

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